



NEW YORK STATE EDUCATION DEPARTMENT Charter School Office

Completing a Charter School Revision Request Application

Please note the following:

- The CSO will *only* accept revision requests, both material and non-material, through the [NYSED Business Portal](#).
 - Upon entering the NYSED Business Portal, follow all prompts required for the revision and submit all required documents.
 - If a required document does not apply to your revision request, upload a document that explains why the document is not applicable.
 - If a charter school is requesting multiple revisions, each request must be submitted separately. *Only one revision request is permitted per application.*
 - All **required** (*) questions / uploads must be completed to move from section to section and to submit the revision request application.
1. Before starting the application in the portal, please review the guidance on our website on the [BOR-Authorized Charter School Policies, Procedures & Resources](#) web page under the BOR-Authorized Charter Revision Application Process section.
 2. After reading the above directions, and once you are ready to start the application process in the NYSED Business Application Portal, begin by logging in to the portal at <https://portal.nysed.gov/>. If you are having trouble logging in please refer to the [Business Portal Applications and Contact Information](#) help page.

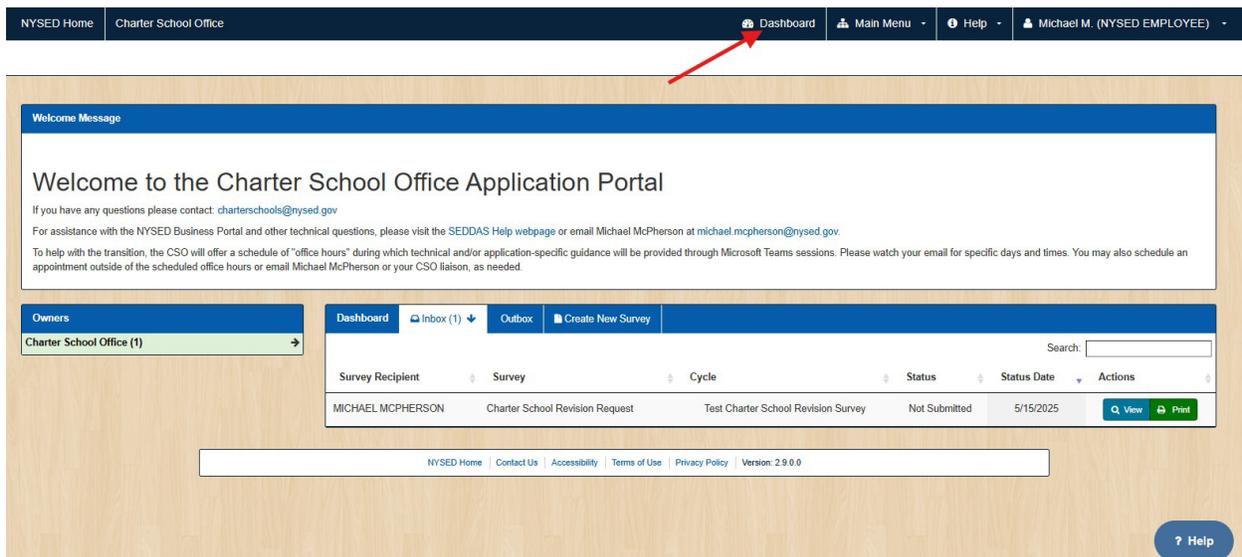
The screenshot shows the NYSED Business Portal interface. At the top, there is a navigation bar with 'NYSED Home' and 'Portal Home' on the left, and 'Reset Your Password' and 'Log In' on the right. The 'Log In' button is highlighted with a red box and a red arrow. Below the navigation bar, the NYSED logo and 'New York State EDUCATION DEPARTMENT' are displayed on the left, and 'Application Business Portal' and 'Portal Dashboard' are on the right. A 'My Applications' section is highlighted with a blue header. Below this header, a message states: 'In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.' A red arrow points to the 'Log In' link in this message. Below the message, there are two columns of links: 'Public Links' and 'Other Applications'. The 'Public Links' column includes: 'Inventory of Registered Programs', 'Look Up Postal Zip Codes', 'NYSED Public web site', 'Professional License Online Verification Searches', 'SEDFREF Query', 'Teacher Certification Help', and 'TEACH Public Inquiry System'. The 'Other Applications' column includes: 'Child Nutrition Knowledge Center (CN)', 'Impartial Hearing Reporting System (IHRS)', 'Rate Setting Unit (RSU)', 'System to Track and Account for Children (STAC)', 'Teacher's Certification (TEACH)', and 'Teacher Access and Authorization'.

3. After you login, look under the section **My Applications** and click on **SED Monitoring and Vendor Performance System**.

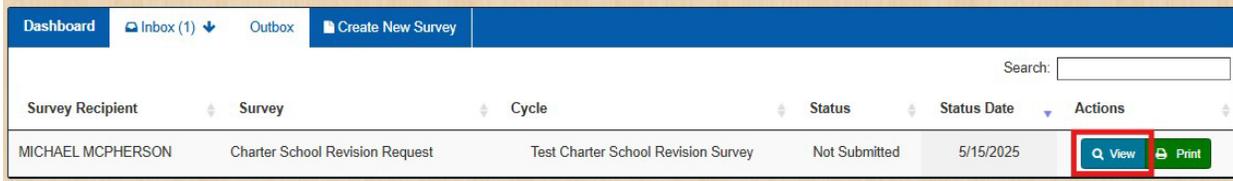


This will bring you to your Applications Dashboard.

4. If you do not see your school's Applications Dashboard, click the Dashboard tab at the top of the window. The Applications Dashboard will show all applications associated with your account, similar to the example below.



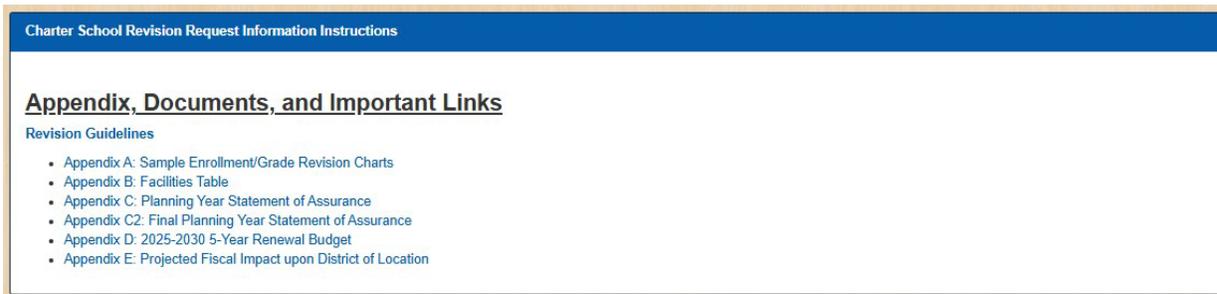
5. Scroll down to the **Charter School Revision Request** option and click the **View** button to open the application.

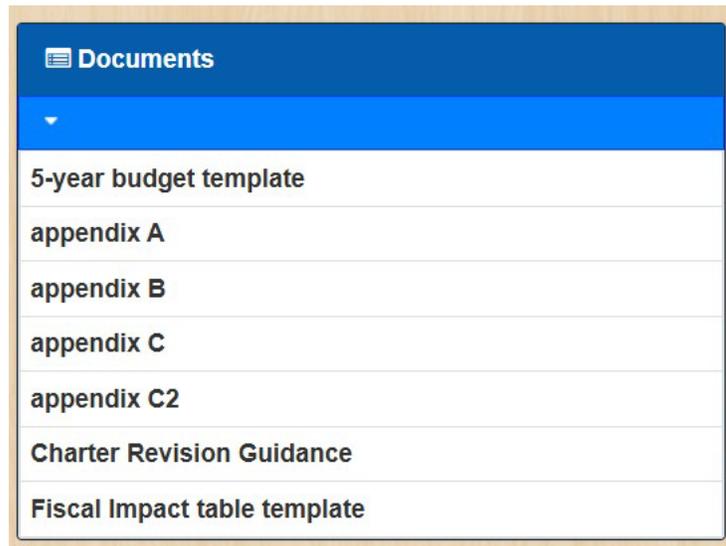


6. As you complete the application, you will first need to enter the **Identifying Label**, which is how you and your liaison will identify the specific application. The Identifying Label is at the top left of your screen. Enter the school name (or abbreviation) and a brief summary of the requested change, as shown below. Here are some examples to illustrate the preferred formatting “LOTR – KDE Revision” or “Isengard CS – Enrollment Increase.”



7. The application has three sections: **Revision Request Information**, **Revision Request Category**, and **Additional Revision Requests**. If your revision request involves a school relocation, a fourth section will appear called **Relocation**. All sections need to be completed before the application can be successfully completed and submitted. For your convenience, guidance documents and templates needed to complete the application are located in the **Instructions** section located directly below the **Identifying Label**, and in the **Documents** section to the lower left side of the webpage.





8. Now fill out all **required** questions, which are indicated by a red asterisk (*). Once you have completed all required questions on the **Revision Request Information** page, scroll to the bottom or top of the page and click **Save & Continue**.



This will bring you to the **Revision Request Category** section.

9. Select the appropriate revision request category from the drop-down menu. The category you select will determine the information you are **required** (*) to provide. Use the guidance found on our website here: [BOR-Authorized Charter School Policies, Procedures & Resources](#) or in the **Instructions** section of the portal page as shown above.

Note: If you select option (k) *Temporary or permanent relocation of the school within the same school district, or same borough in New York City, or acquisition of a new facility or building*, you will not see any further questions until you click the **Save & Continue** button. Once you click **Save & Continue**, the fourth section, **Relocation**, will appear.

10. Once you have responded to all **required** (*) items for the revision request category selected, click **Save & Continue**.
11. The last section to be completed is **“Additional Revision Requests.”** This is the final question. If you answer “Yes” to the question, this lets your liaison know that additional revision request applications will be submitted for the school. You will need to complete an application for each individual revision.

12. Once all questions and uploads have been completed AND you are able to Save your application without error, you should submit your application by clicking Save & Continue.

Note: If you have not completed a **required** (*) question or upload, *in any section of the application*, you will receive an error and will not be able to submit your application until the error is corrected.

13. Finally, you must certify and submit the application by clicking the check box and then clicking the **Submit** button.

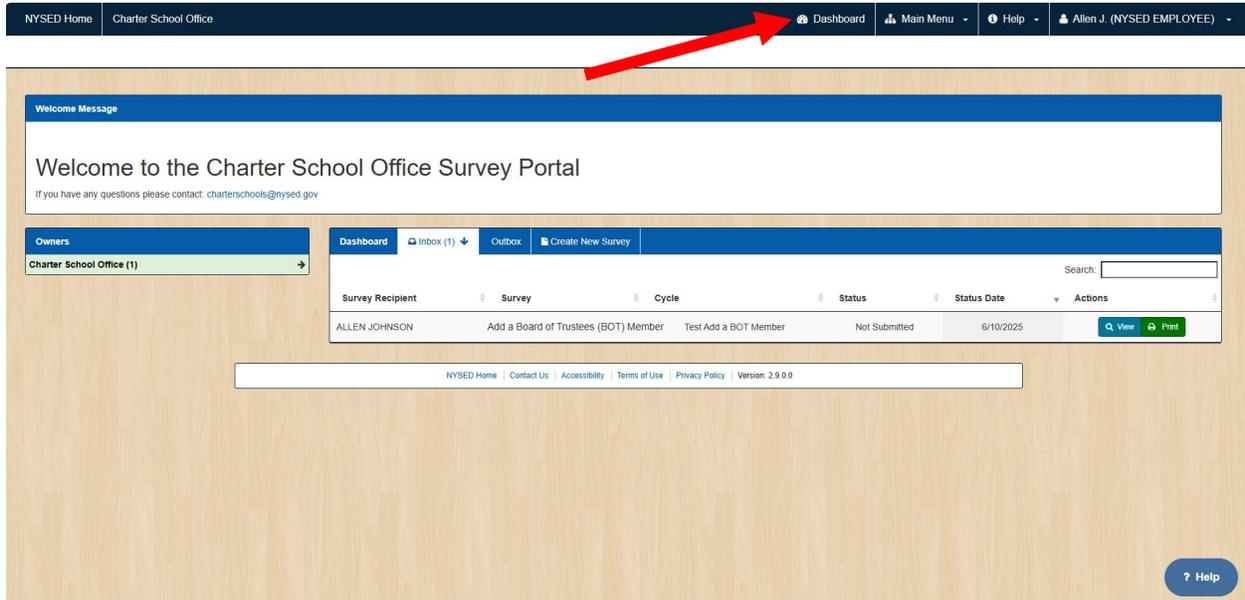
The screenshot shows a web interface for the 'Certification & Submission' step. At the top, a green banner states: 'Your responses have been saved successfully! You may certify and submit this survey.' Below this is a blue header bar with the title 'Certification & Submission' and two links: 'Print Survey' and 'Email'. The main content area contains a white box with a red arrow pointing to an unchecked checkbox. To the right of the checkbox is a paragraph of text: 'I, \$\${CEO_NAME}\$\$, hereby certify that the information submitted in this Full Application for \$\${ENTITY_NAME}\$\$ is true to the best of my knowledge and belief, realizing that any misrepresentation could result in disqualification from the application process or revocation after issuance of the charter.' Below the text box is a blue bar with 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red rectangle. At the bottom of the page is a footer with links: 'NYSED Home', 'Contact Us', 'Accessibility', 'Terms of Use', 'Privacy Policy', and 'Version: 2.9.0.0'.

You have now completed and submitted your application.

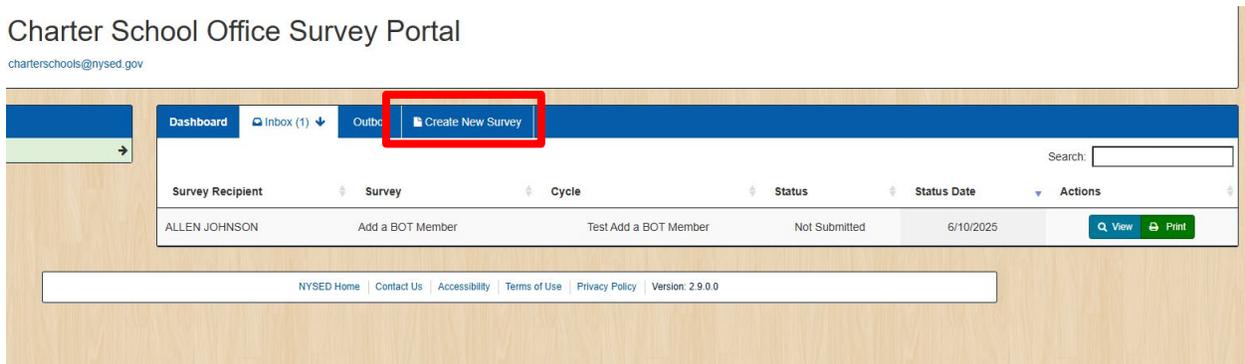
Creating Additional Charter School Revision Requests Applications

You must complete a separate portal application for each revision request. To complete a new application for a **Charter School Revision Request**, please follow the directions below.

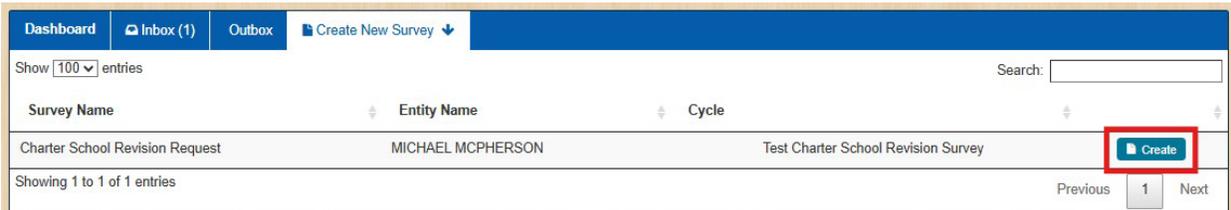
1. Click the **Dashboard** tab at the top of the window. The **Dashboard** will open to the inbox by default.



2. Now click the **Create New Survey** tab.



3. Scroll down until you see the Survey Name **“Charter School Revision Request,”** and then click the corresponding **Create** button.



4. As you complete the application, you will first need to enter the **Identifying Label**, which is how you and your liaison will identify the specific application. The **Identifying Label** is at the top left of your screen. Enter the school name (or abbreviation) and a brief summary of the

requested change, as shown below. Here are some examples to illustrate the preferred formatting “LOTR – KDE Revision” or “Isengard CS – Enrollment Increase.”

Identifying Label

The Shire- Grade level expansion

An unique identifier is required

- The application has three sections: **Revision Request Information**, **Revision Request Category**, and **Additional Revision Requests**. If your revision request involves a school relocation, a fourth section will appear called **Relocation**. After completing each section, click Save & Continue. All sections need to be completed before the application can be successfully completed and submitted. Once you have completed all pages, click **Save & Continue** a final time.

*If you have not completed a **required** (*) question or upload, you will receive an error and will not be able to submit your application until the error is corrected.*

- Finally, you must certify and submit the application by clicking the check box and then clicking the **Submit** button.

Your responses have been saved successfully! You may certify and submit this survey.

Certification & Submission

I, \$SCEO_NAME\$, hereby certify that the information submitted in this Full Application for \$ENTITY_NAME\$ is true to the best of my knowledge and belief, realizing that any misrepresentation could result in disqualification from the application process or revocation after issuance of the charter.

Cancel Submit

NYSED Home | Contact Us | Accessibility | Terms of Use | Privacy Policy | Version: 2.9.0.0

You have now completed and submitted your application. Your main Dashboard page should now show each **Charter School Revision Request** application created:

Survey Recipient	Survey	Cycle	Status	Status Date	Actions
MICHAEL MCPHERSON	Charter School Revision Reques - TLM - Relocation	Test Charter School Revision Survey	Submitted	6/26/2025	View Print

Contact Information

For technical / portal questions: michael.mcpherson@nysed.gov, cc: charterschools@nysed.gov

For application-specific questions: your CSO liaison