



NEW YORK STATE EDUCATION DEPARTMENT  
Charter School Office

**Completing a Charter School Renewal 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 renewal 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.

NYSED Home Portal Home Reset Your Password Log In

**Application Business Portal**  
Portal Dashboard

**My Applications**

In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.

**Public Links**

- Inventory of Registered Programs
- Look Up Postal Zip Codes
- NYSED Public web site
- Professional License Online Verification Searches
- SEDREF Query
- Teacher Certification Help
- TEACH Public Inquiry System

**Other Applications**

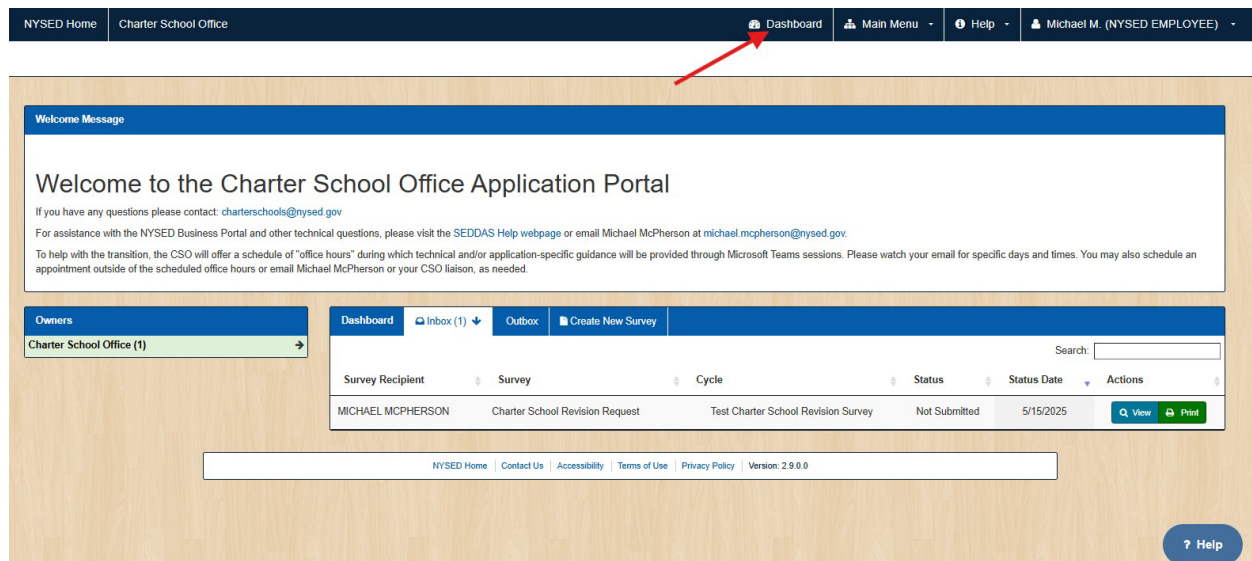
- Child Nutrition Knowledge Center (CN)
- Impartial Hearing Reporting System (IHRS)
- Rate Setting Unit (RSU)
- System to Track and Account for Children (STAC)
- Teacher's Certification (TEACH)
- Teacher Access and Authorization

- 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.

- 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 Renewal Application** option and click the **View** button to open the application.

Dashboard	Inbox (1) ↓	Outbox	Create New Survey	Search: <input type="text"/>		
Survey Recipient	Survey	Cycle	Status	Status Date	Actions	
MICHAEL MCPHERSON	Charter Renewal Application		Not Submitted	5/15/2025	<a href="#">View</a>	<a href="#">Print</a>

6. The application has four sections: **Renewal School Information**, **Cover Letter and Application Narratives**, **Renewal School Revision Requests**, and **Renewal School Document Upload**. All sections need to be completed before the application can be successfully completed and submitted. For your convenience, the guidance documents and templates needed to complete the application are located in the **Instructions** section at the top right of the webpage, and in the **Documents** section at the lower left side of the webpage.

**Renewal Information Instructions**

### Documents and Important Links

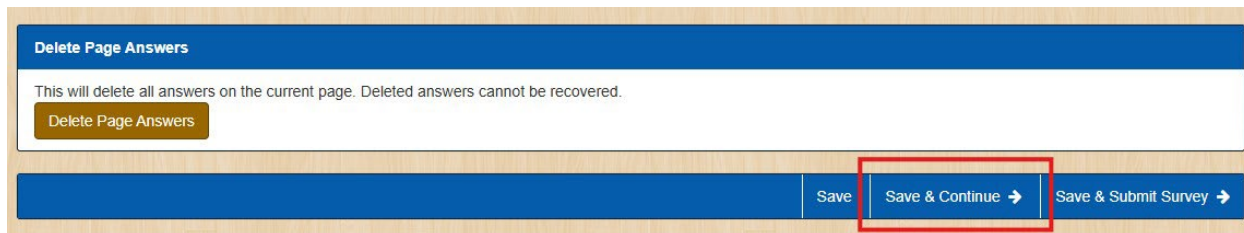
Before starting the application in the portal, please review the guidance on our website on the [2025-2026 Renewal Guidelines and Application Document](#) web page under the BOR-Authorized Charter Revision Application Process section.

After reading the above directions, fill out all required questions, which are indicated by a red asterisk (\*).

- [Charter Renewal Certification Statement](#)
- [Attachment E: 5-Year Budget Template](#)
- [Attachment G: Board of Trustees Table](#)
- [Attachment M: Fiscal Impact Table Template](#)
- [SY 2025-2026 Renewal Application Guidelines](#)

Documents
2025-2026 Renewal Guidelines & Application
Attachment E: 5-Year Budget Template
Attachment G: Board of Trustees Table
attachment M: Fiscal Impact Table Template
Charter Renewal Certification Statement

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



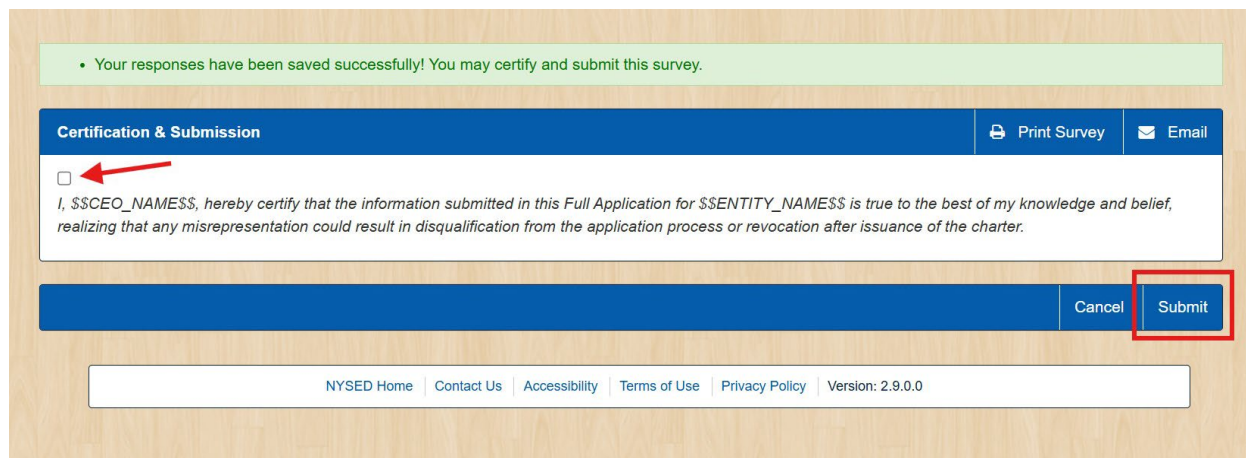
The screenshot shows a web interface with a blue header bar containing the text "Delete Page Answers". Below the header is a white box with the text "This will delete all answers on the current page. Deleted answers cannot be recovered." and a blue button labeled "Delete Page Answers". At the bottom of the page is a blue navigation bar with three buttons: "Save", "Save & Continue →", and "Save & Submit Survey →". The "Save & Continue →" button is highlighted with a red rectangle.

This will bring you to the **Cover Letter and Application Narratives** section.

- Continue to fill out all **required** (\*) questions. You should download and complete the [Certification Statement](#) before uploading to the portal. Please note that narratives for Benchmarks 1 through 10 should be prepared and uploaded separately. *Please do not upload one document that includes narratives for all benchmarks.* Once you have completed all required questions on the **Cover Letter and Application Narratives**, scroll to the bottom or top of the page and click **Save & Continue**. This will bring you to the **Renewal School Revision Requests** section.
- Fill out all **required** (\*) questions. If you are requesting charter revisions, select "Yes" from the drop-down menu. This will open a text box in which you should list all revisions, material and non-material, that your school is requesting. Each of the revisions listed in this application must have a corresponding and separate revision request application submitted in the [NYSED Business Portal](#): *Charter School Revision Request*. Once you have completed all required questions in the **Renewal School Revision Requests** section, scroll to the bottom or top of the page and click **Save & Continue**. This will bring you to the **Renewal School Document Upload** section.
- Fill out all remaining **required** (\*) questions. Once you have completed all required questions on the **Renewal School Document Upload** page, scroll to the bottom or top of the page and click **Save & Continue** a final time.

*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.*

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



The screenshot shows a web form titled "Certification & Submission". At the top, a green banner states: "Your responses have been saved successfully! You may certify and submit this survey." The form has a blue header bar with "Certification & Submission" on the left, and "Print Survey" and "Email" links on the right. Below the header, there is a checkbox with a red arrow pointing to it. To the right of the checkbox is a paragraph of text: "I, \$SCEO\_NAME\$\$, hereby certify that the information submitted in this Full Application for \$SENTITY\_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 this text is a blue bar with "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red rectangle. At the bottom of the form, there is a white bar 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 Charter Renewal Application.

### **Contact Information**

**For technical / portal questions:** Please email [michael.mcpherson@nysed.gov](mailto:michael.mcpherson@nysed.gov), and cc: [charterschools@nysed.gov](mailto:charterschools@nysed.gov), with **Renewal Report** in the email's subject line.

**For application-specific questions:** contact your CSO liaison

### **Additional Resources**

The renewal report guidelines and additional information on how to complete the renewal application are available on our website at: [CSO renewal application information page](#).