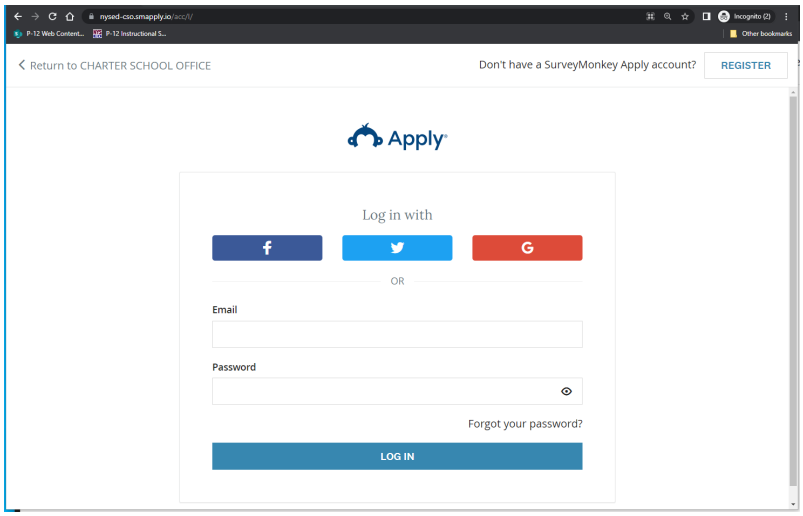
NEW YORK STATE EDUCATION DEPARTMENT
Charter School Office

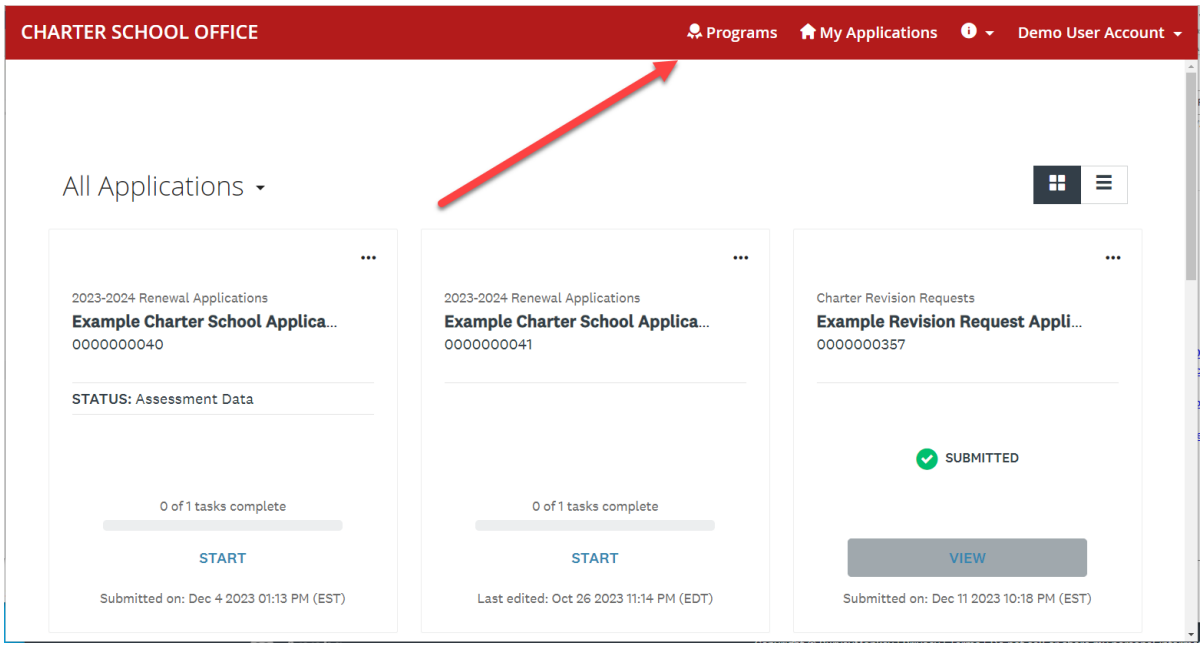
How to Submit the Charter School Annual Report Application

Annual Report Guidelines: Before starting your annual report application on the portal, please review the annual report guidelines on our website at: Charter Schools Annual Reports. Once you are ready to start your application, follow the steps below:

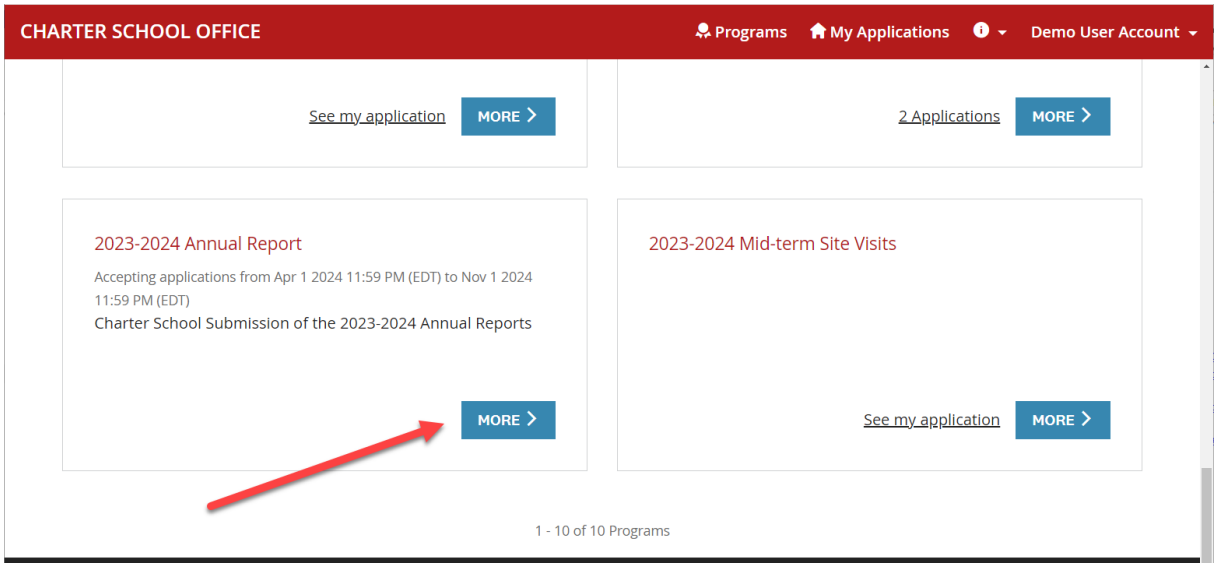
1. Log in to the Charter School Office portal at https://nysed-cso.smapply.io/prog/



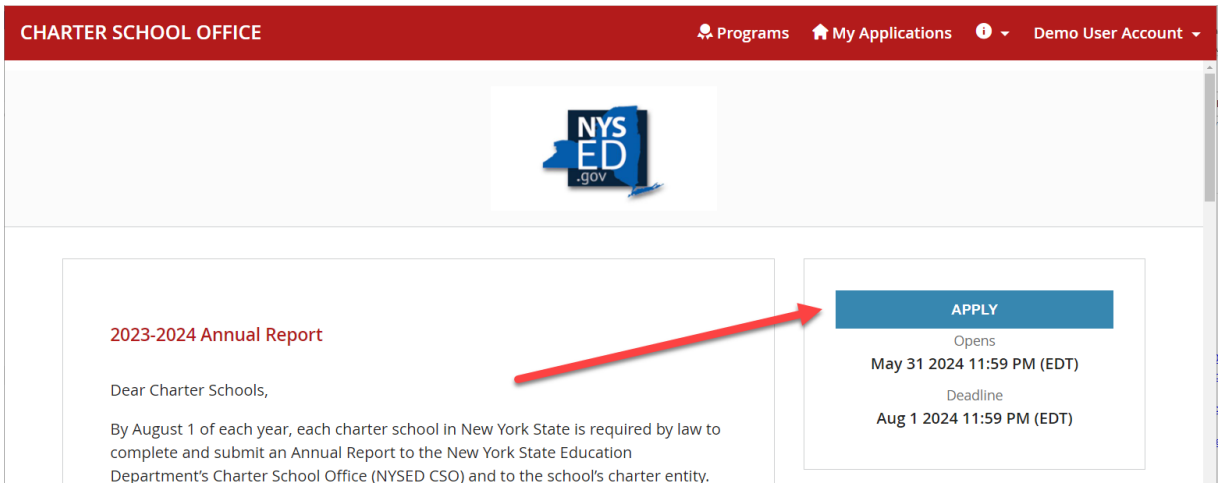
On the applications dashboard click on the **Programs** link in the top menu bar:



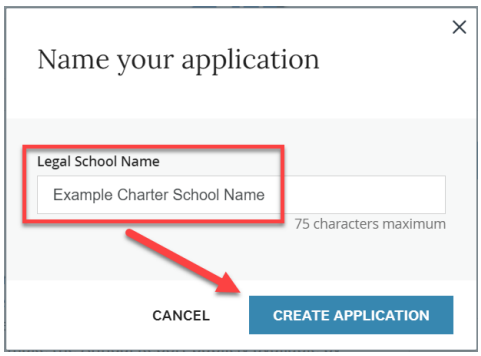
2. Scroll down to the ***2023-2024 Annual Report*** option and click the ***More >*** button:



3. Click the ***Apply*** button to start the application:

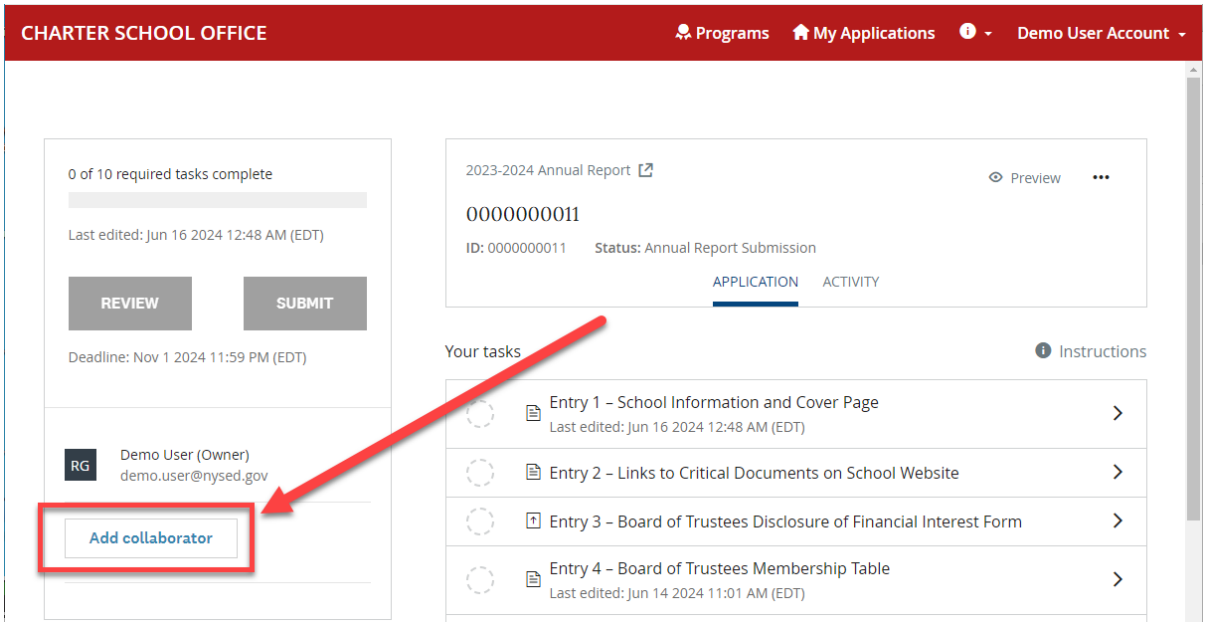


4. Enter your school's legal and click **Create Application**:

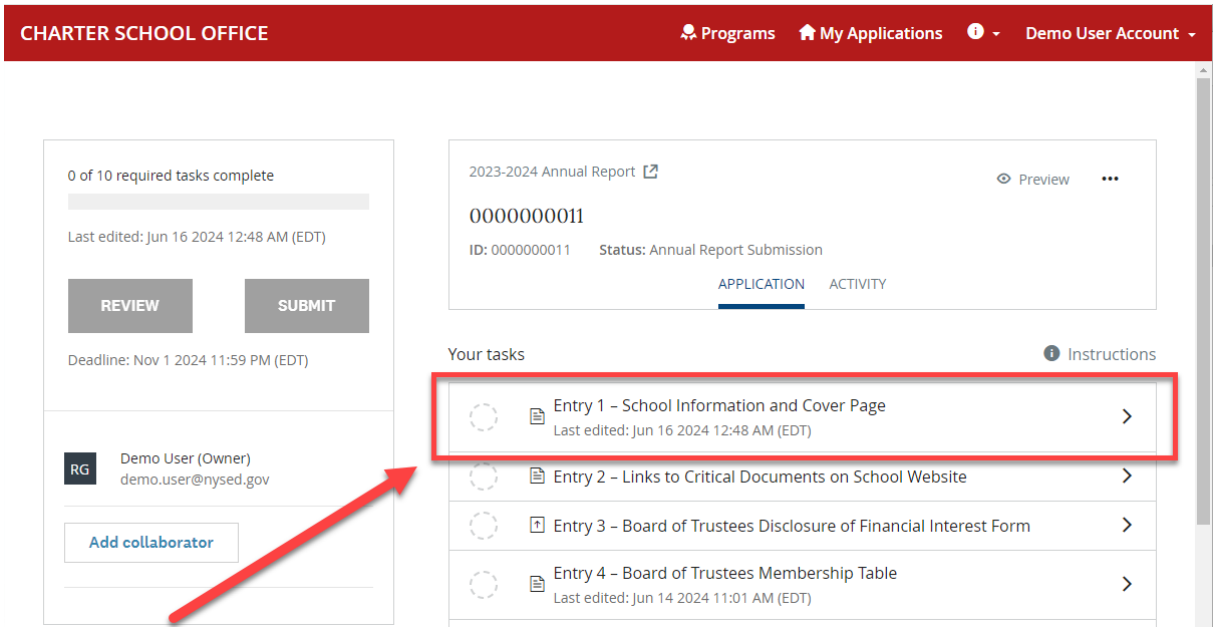


Please only create <u>one</u> annual report application per school!

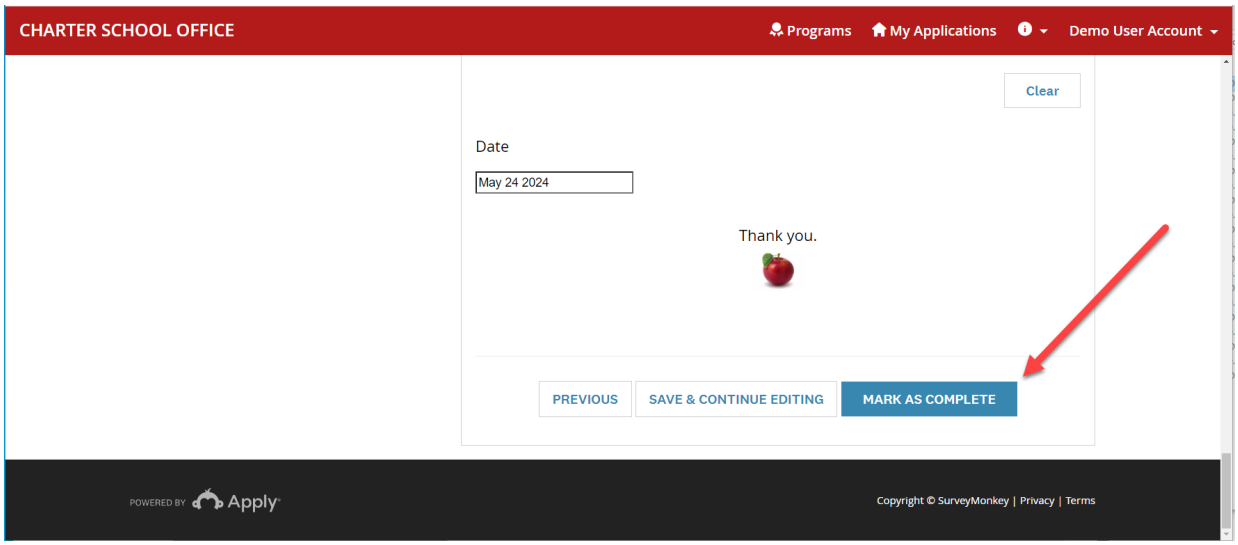
5. **Add Collaborators:** If collaborators are needed to assist with completing the application, click the **ADD** button next to "Collaborators" and enter their email address. **Keep in mind that only the original application owner can do the final SUBMIT button on the application. If you work with collaborators the application owner must submit the application to ensure that it is completed and returned to the NYSED Charter School Office by the deadline.**



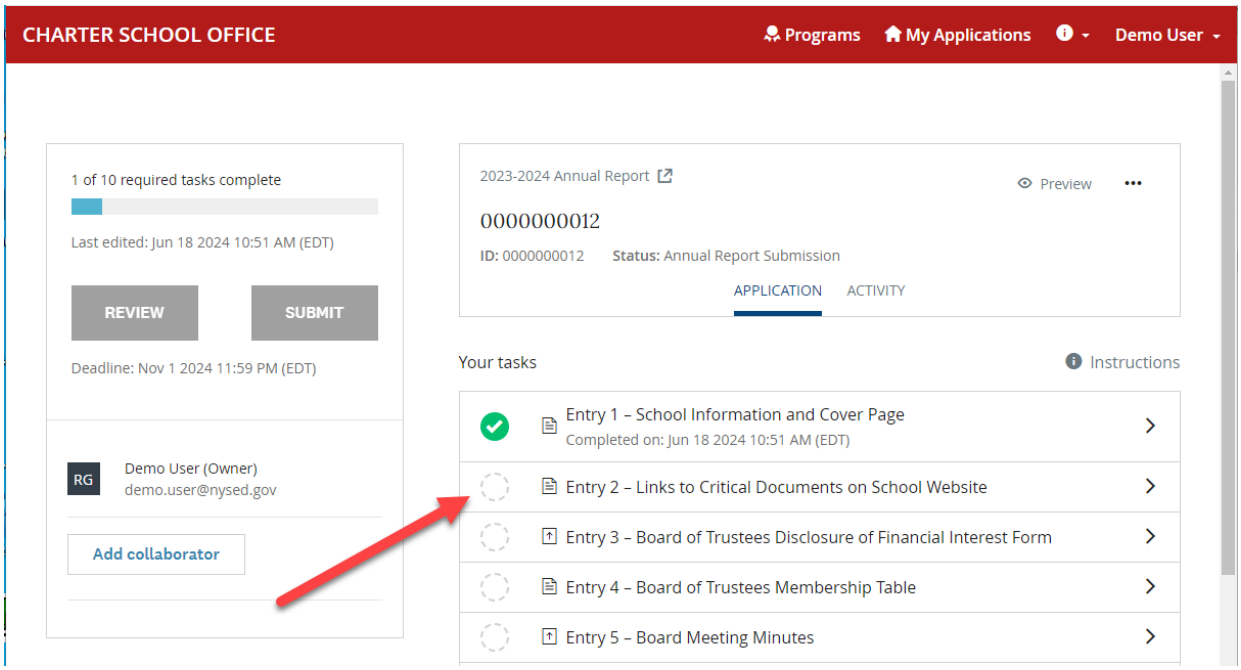
6. **IMPORTANT: Complete the Entry 1 School Info and Cover Page task before editing or completing other tasks!** Click on the title of the task to begin editing:



After entering the required information for the Entry 1 School Info and Cover Page task, scroll to the bottom of the page and click **MARK AS COMPLETE**:



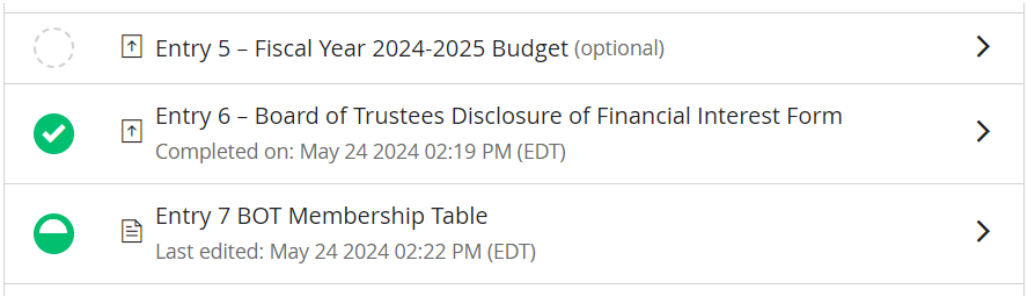
7. **Complete Required Tasks:** Complete the remaining required tasks and any additional optional tasks, which may be completed in any order:



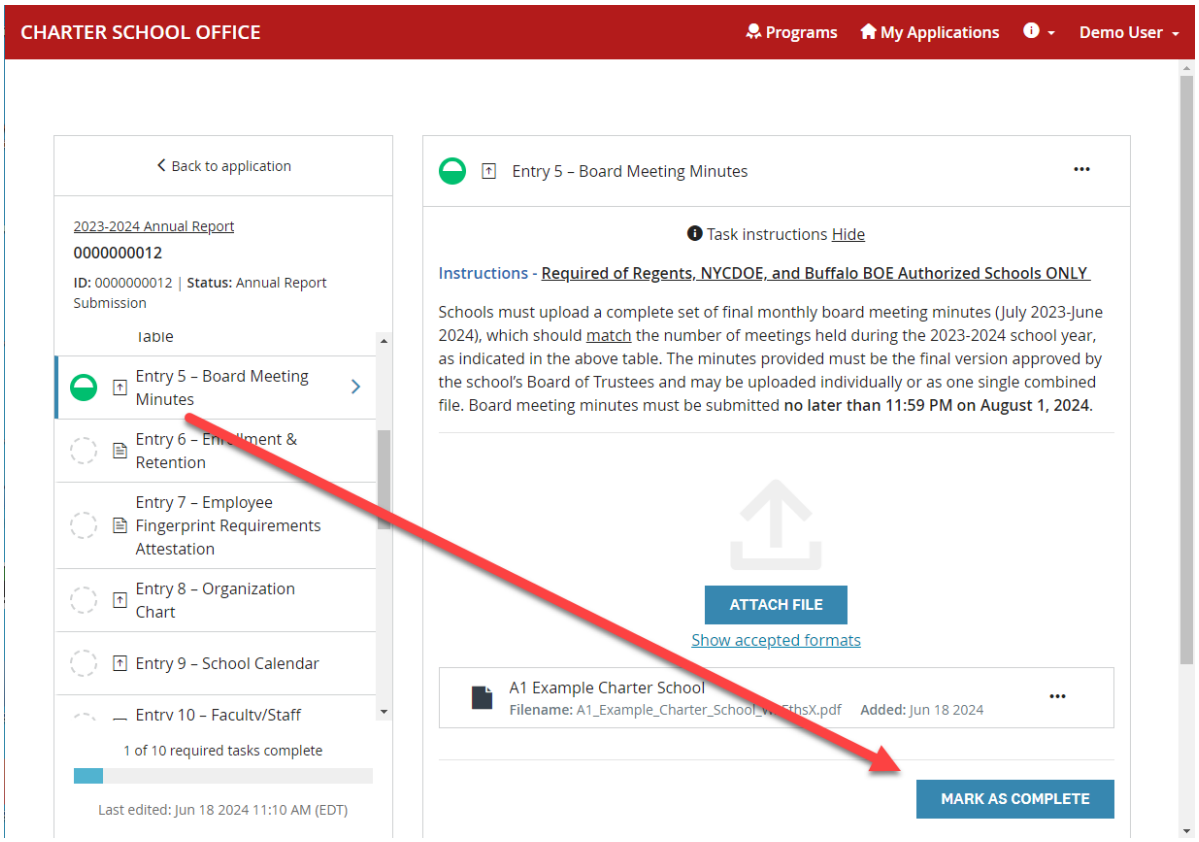
Complete Required Tasks (Continued)

The status of each task is indicated by three different icons as follows:

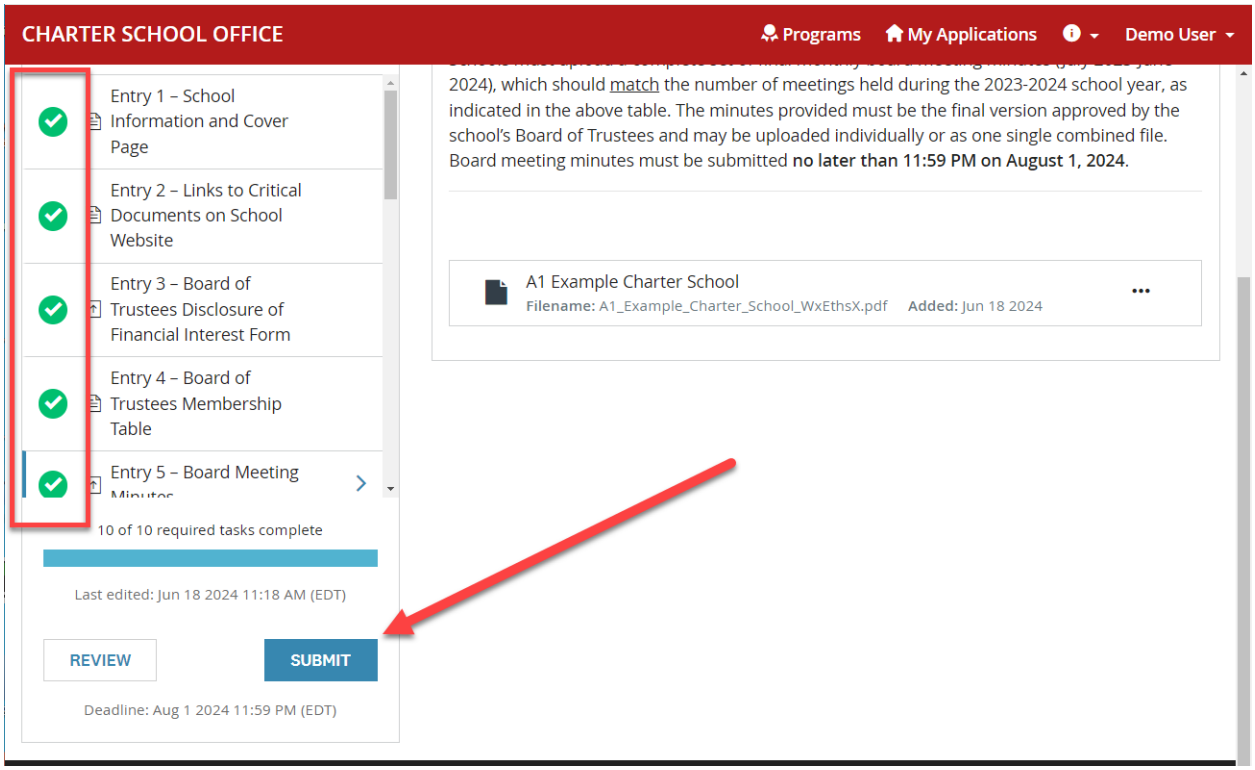
Gray circle – the task has not been started yet.
Green half circle – task has been started but either not completed or not marked as complete.
Green circle with checkmark – the task is completed and marked as complete.



If you have completed a task or uploaded a file for a task, but it's still showing as in progress go back into the task and ensure that all required questions are answered and then click **MARK AS COMPLETE** to submit it:



8. **Final Submission:** Once all required tasks are completed and have checkmarks, the application owner (not a collaborator) must click the **SUBMIT** button to return the application to the NYSED Charter School Office by the deadline. The submit button will only be activated once all required tasks are completed:



Additional Resources

The annual report guidelines and additional information on how to submit the charter school annual report is available on our website at: Charter Schools Annual Reports

If you need further assistance or technical support with the Charter School Office Portal, please email us at CharterSchools@nysed.gov, and include **Annual Report** in the email's subject line.