

JANUARY 2019 UPDATES TO THE 2020-21 NEW CHARTER SCHOOL APPLICATION

The Washington State Charter School Commission has issued an updated version of the 2019-2020 New Charter School Application (Application) on January 25, 2019. Per the Application, all amended documents will be posted to the website. Revisions and amendments to the Application include:

- Deletion of all references to former application submission system (Box) and revised to reference the new online submission portal (Epicenter);
- Correction of typographical and grammatical errors;
- All listed times updated to Pacific Time (PT) from Pacific Daylight or Standard Time (PDT or PST) to eliminate confusion;
- Clarification regarding the submission of hard copies and the redacted electronic copy of the application;
- Clarification and corrections regarding required attachments and templates;
 - Note: The updated Charter School Board Member Information posted on the website contains no materials changes. The title was updated to align with the Application. **Applicants are encouraged to use the newest form, however, the previous version of the form (Charter School Board Member Disclosure Form) will be accepted.**
- An update to Section 12(d) reflect to an update to student discipline rules -
 - e) Procedures for due process when a student is suspended or expelled as a result of a code of conduct violation, including a description of the appeal process that the school will employ for students facing expulsion and a plan for providing services to students who are expelled or out of school for **any amount of time**.
- An updated *Financial Workbook* template.
 - The Charter School Commission has worked with the School Apportionment and Financial Services office at the Office of Superintendent of Public Instruction to develop a revenue estimator tool to provide more accurate per pupil revenue estimates
 - This tool has been included in the *Financial Workbook*. It will require the applicant to enter the enrollment projections, by year, listed on the *Enrollment* tab into the *OSPI Estimator Tool* tab to calculate each year's per pupil funding. **Each year's per pupil total will need to be entered separately on the *Assumptions* of the workbook.**

- Please see the *General Template Instructions* tab in the workbook for more information.
- The worksheet no longer automatically calculates inflation for General Apportionment (3100) revenue. If applicants chose to calculate inflation manually, they need to include an explanation of their calculation in the Budget Narrative (Attachment 28).
- The workbook no longer includes a line for Special Education – General Apportionment (account 3121). Categorical funding (ex: Special Education, Highly Capable, etc.) has been prepopulated in the *Assumptions* tab. Please see the *Estimated Per Pupil Allocation Worksheet 2020-21* for additional information.
- The Director of New School Applications will record a short webinar to explain the update and walk applicants through the changes. Applicants will receive a link for this webinar and any associated materials presented.
- Updates to the Charter School Program (CSP) Subgrant application (Category 7 – Section 30) to provide more background information as well as an additional required response -
 - 4) *A description of the administrative relationship between the charter school and the charter school's authorizer and the charter school and the CMO (if applicable).*
- An additional assurance added to Attachment 34 the Charter School Program Statement of Assurances –
 - 5) *"The charter school understands acknowledges the administrative power and duties of charter school authorizers as outlined in Chapter 28A.710.100 RCW."*
 - A new CSP Statement of Assurances will need to be signed by the Principal/School Leader and the Board President/Chair.
- Attachments 34 & 35 were updated with OSPI logos, though the only notable material change was the additional assurance outlined above.

All of these updated documents have been uploaded to Epicenter.