

Novation Education Opportunities

Charter Transfer Application & Guide

Updated July 1, 2015

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Step One: Intent to Apply for Transfer of Authorizer Form

Please submit this Intent to Apply form no later than October 1st in the fiscal year that the school plans to transfer. This deadline may be revised based on extenuating circumstances. Add space as needed to fill out this Form, but do not exceed 3 pages (excluding resume attachments).

1. **Name of School:** _____

Address: _____

Street and/or PO Box

City

State

Zip Code

2. **Lead Administrator:** _____

Phone: (day) _____ (evening) _____

E-mail Address: _____

3. **Board Chair:** _____

Phone: (day) _____ (evening) _____

E-mail Address: _____

4. **Current Authorizer:** _____

Address: _____

Street and/or PO Box

City

State

Zip Code

Authorizer Contact: _____

Phone: (day) _____ (evening) _____

E-mail Address: _____

5. **Does the school currently contract with a charter management organization or company for school management or operation?** ☐ Yes ☐ No

If yes, identify the charter management organization.

6. **Date Of Incorporation:** _____
7. **Date When Charter Was First Granted:** _____
8. **Expiration Date Of Current Contract:** _____
9. **What Grades is the Charter School Approved For?** _____
10. **What Grades does the Charter School Currently Serve?** _____
11. **Number of Students Currently Served:** _____
12. **Percentage of Free or Reduced Lunch:** _____
13. **Percentage of ELL/ESL Students:** _____
14. **Percentage of Special Education Students:** _____
15. **Why do you want to change your authorizer?** . Please note: NEO will also contact your current authorizer.
16. **Have you applied to any other authorizer?** Please explain your status with any other application.
17. **Name of each individual in the board of directors and the management team (if the charter school has one – could include assistant directors, program managers, lead teachers, etc.) management team:**
 - A. Names, roles, and current employment of all persons on the board and management team:
 - B. Does any person listed above currently operate or are employed in any other schools? ☐ Yes ☐ No Describe.
18. **Identify any organizations, agencies, consultants or institutions of higher education that are partners of this charter school, along with a brief description of their role and any resources they have contributed to contribute to the school.**

Include the following attachments:

- a) Resumes for lead administrator and board members
- b) Articles of incorporation
- c) Bylaws
- d) Current Authorizer contract
- e) Audited financial statements for the last 3 years
- f) Annual Report for the last 3 years
- g) Standardized student test results for the last 3 years, if not included in annual reports
- h) The most recent data on stakeholder satisfaction and perceptions of safety (e.g. surveys, focus groups, etc), if not included in annual reports

- i) The most recent contract renewal evaluation that the school's current authorizer completed
- j) A description of any past or pending complaint, investigation, intervention, corrective action or lawsuit

Upon receipt of the Intent to Apply for Transfer of Authorizer Form, NEO will follow up to verify receipt and schedule a site visit within 30 days to

- provide information to the school about NEO's mission, vision, beliefs, and authorizing processes and
- review the school's evaluations and performance in the areas of academics, climate, compliance, governance and finance compared to the NEO Performance Framework standards.

Step Two: Site Visit

NEO will contact the school's current authorizer and visit the school site within 30 days of receipt of the Intent to Apply for Transfer of Authorizer Form to provide information to the school about NEO's authorizing processes and to review and verify the information in the school's evaluations completed by the school's current authorizer, as well as the school's performance information in the areas of academics, climate, compliance, governance and finance so that accurate and complete information can be evaluated using the NEO Performance Framework standards.

Step Three: NEO Board Decision

Within 30 days of the site visit, the NEO board will determine whether to approve the transfer using the NEO Performance Framework standards. Schools that meet the Satisfactory or Exemplary performance levels as measured by the NEO Performance Framework standards and have no identified additional concerns through the document review will be considered for approval by the board.