

NEW YORK STATE EDUCATION DEPARTMENT
Charter School Office

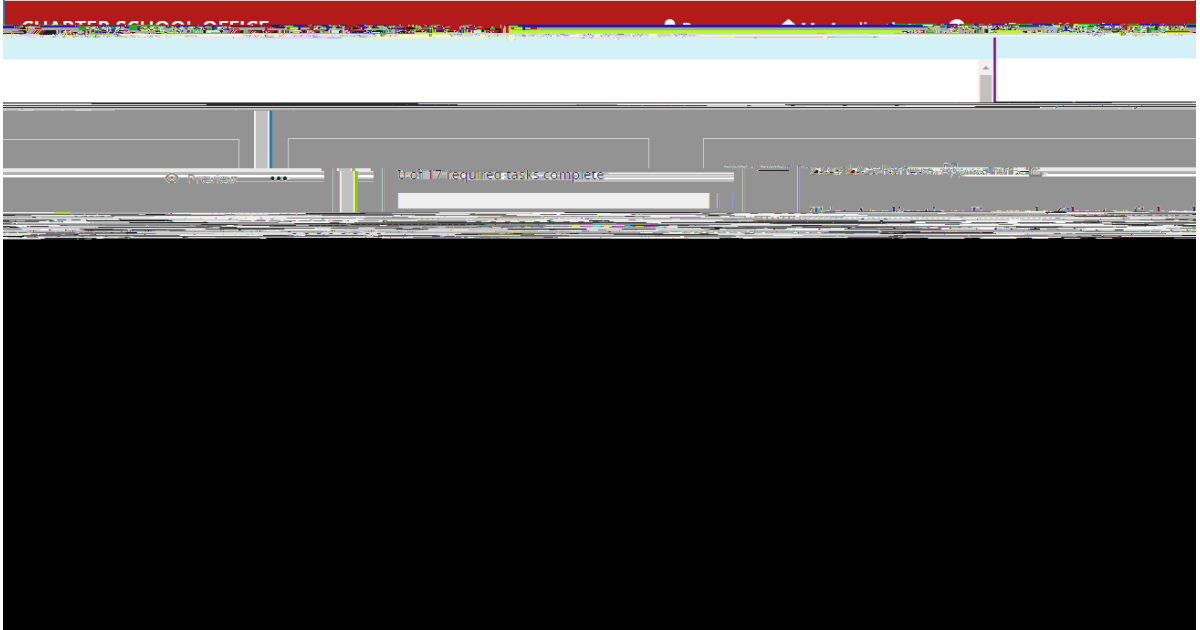
Instructions on How to Use the Charter School Renewal Application

Renewal Application Guidance: 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 Renewal Application Process*

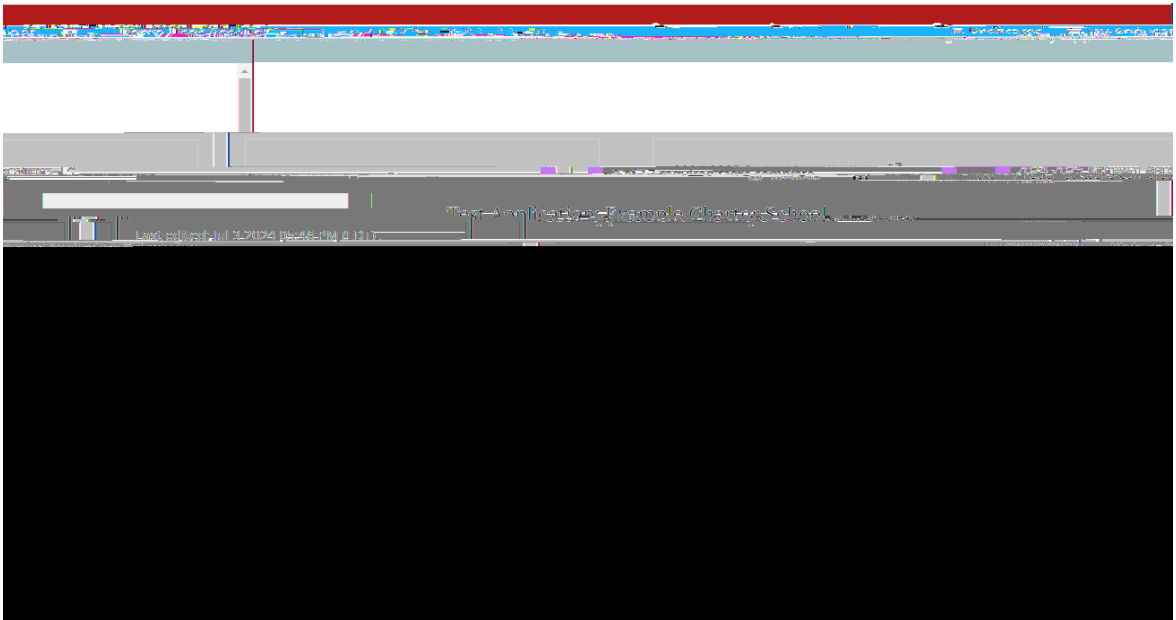
2. After clicking the **Join Now** link you will be prompted to log in to the Charter School Office portal. If you don't know your password, click on the **Forgot Your Password** link:

After you login you will receive a confirmation message that you are now collaborating

3. **Add Collaborators:** If collaborators are needed to assist with completing the application, click the **ADD** button next to “Collaborators” and enter their email address. You may set permission to **View & Edit** or just **View**. Keep in mind that only the application owner can use 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.**



4. Click on a title of a task to begin editing the application:

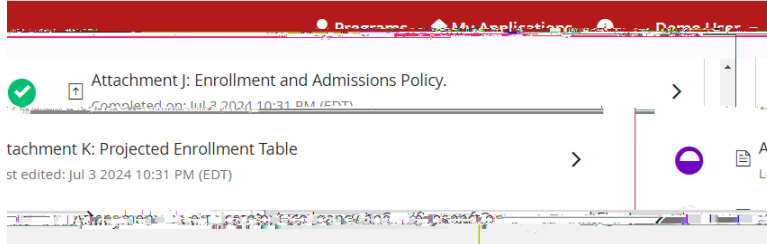


The status of each task is indicated by three different icons as follows:

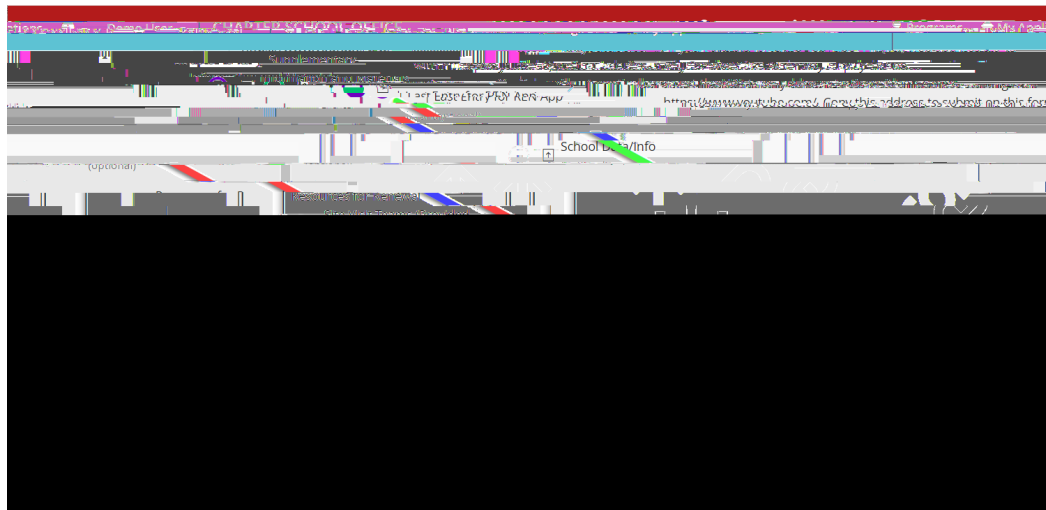
Gray circle – the task has not been started yet.

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:



7. If you need to edit a section that was previously submitted, click on the three dots menu and select **Edit** to reopen the task for edits:



8. If you need to continue your renewal y1 -16our

9. **Final Submission:** Once all 17 of 17 required tasks are completed, 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