

**Directions for the**  
**Use of the New York State Education Department’s**  
**New York State Charter School Uniform Application Form**

July 2023

The 2010 amendments to the New York State Charter Schools Act of 1998 (Education Law by a charter school in languages predominantly spoken in the community which such charter school is located.”

All charter schools must use the uniform application form according to the directions below for admissions in each and every school year.

1. A charter school may choose either A or B.
  - (A) Use the uniform application form as created by the Department in which the charter school must provide the indicated information for each required field in Section A of the form, including a deadline by which applications must be submitted. That deadline must be **on or after** April 1 of the applicable school year.
  - (B) A charter school may also adapt the uniform application form within certain parameters outlined below:
    - 1) The application form may be saved onto a school’s letterhead and/or a school’s logo may be placed on the application form.
    - 2) A school may “brand” the application form by including the school’s mission statement, theme, motto, and other explanatory information about the school.
- 3) One application may be used to apply to multiple schools affiliated with the same management company or education corporation. Each school must be listed on the application and the applicant must indicate for which specific schools they are submitting the application.
- 4) The information in Section A of the uniform application [4 (on. )TJ( )10.4 26n [419Tw 0.76 u

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on the uniform application form may be required to be submitted by the applicant and should be marked on the school's adapted application form with an asterisk (\*), with a notation on the form which reads as follows:

*\* The items marked with an asterisk (\*) are the only items that may be required in order to apply to this charter school. Any items not marked by an (\*) are optional.*

- 5) A charter school may request information regarding current grade, current school district, additional contact information and how an applicant heard about the school. **However, these items shall not be required and cannot be marked with an asterisk.**
  
- 6) Pursuant to Education Law Section 2854(2)(a), a charter school may be designed and approved by its authorizer to provide expanded learning opportunities for students at risk of academic failure or students with disabilities, economically disadvantaged students, and English language learners. A charter school with such an authorizer-approved design or admissions policy may include a description of the approved school design or admissions policy on the application, request additional information about applicants related to the approved school design (although **these items cannot be required and cannot be marked with an asterisk**), and must indicate that the optional information will be needed if the applicant wants to be considered for the admissions preference. The school may include an addendum to the Non-Discrimination Statement referenced below as follows<sup>2</sup>:

*However, [Insert name of charter school] provides an academic program*

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