

ASBCS CHARTER RENEWAL APPLICATION PROCESS

Internal Policy

Action	Description	Approximate Timeline
Comprehensive Review of Charter Information	The ASBCS staff conducts a comprehensive review of all information related to the charter, including the charter’s public file, site visits, academic performance data, fiscal and audit compliance, and legal and contractual compliance information. The information review may include a site visit.	Approximately 24 months to 18 months prior to charter expiration
Renewal Site Visit	The ASBCS conducts a site visit to the school(s) during which it may interview stakeholders and review documentary evidence of academic performance, fiscal, and legal compliance. The ASBCS may request additional documentation following the on-site visit or may conduct a follow-up visit if deemed necessary.	Approximately 24 months to 18 months prior to charter expiration OR Within three months of receipt of the submitted application
Notification of Eligibility to Renew Charter	The ASBCS notifies the authorized representative eighteen months prior to the expiration of the charter that the charter entity is eligible to apply for renewal. At the time of notification, the representative receives the appropriate renewal application form.	18 months prior to charter expiration
Application Due	The charter entity must respond to all requirements of the application including, but not limited to, a detailed business plan.	Within three months of notice of eligibility to renew
Application Review	Staff and/or a technical review panel will review and score the applications.	Within three months of receipt of the submitted application
Renewal Report	Based upon the totality of information, including the application for renewal, the on-site renewal visit, and other pertinent information collected through reviews and site visits, the ASBCS staff prepares a report of findings to be forwarded to the Board for consideration of renewal.	Within three months of receipt of the submitted application
Action of the Arizona State Board for Charter Schools	<p>The Arizona State Board for Charter Schools may take action to renew a charter for a new term. Certain parts of the application, such as a performance management plan, may be incorporated into the charter contract if the applicant is renewed.</p> <p>If the Board votes to not renew a charter, the charter operator must be notified at least 12 months prior to the expiration of the charter.</p>	12 months prior to charter expiration