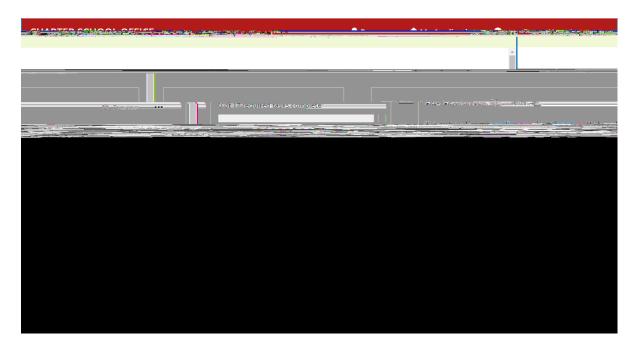
## NEW YORK STATE EDUCATION DEPARTMENT Charter School Office

## 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 <b>Join Now</b> link you will be prompted to log in to the Charter School Office portal. If you don't know your password, click on the <b>Forgot Your Password</b> 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:

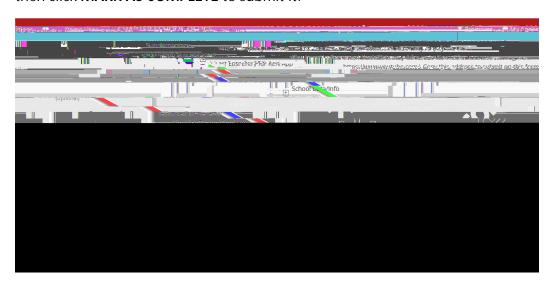
*Gray circle* – the task has not been started yet.

**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.	<b>Final Submission:</b> Once all 17 of 17 required tasks are completed, the application owner (not a collaborator) must click the <b>SUBMIT</b> 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:
Ad	ditional Resources