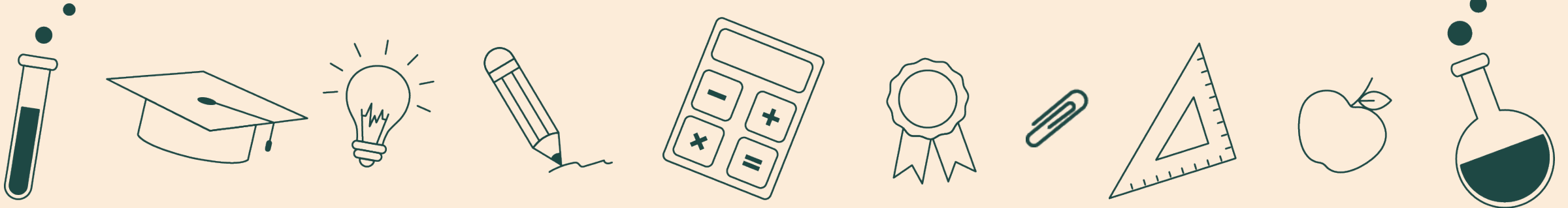




FY25 Charter Application

State Charter Schools Commission of Georgia

Kristen Easterbrook, Director of New Schools
Kiara Thompson, Legal Programs Specialist



Vision

Innovative and superior charter schools advancing education *in every community*.

Mission

To improve public education by authorizing high-quality charter schools that provide students with better educational opportunities than they would otherwise receive in traditional district schools.



FY25 Start-up Petition Timeline



Start-up Petition Contents

Narrative

Budget
Template

Required
Appendices

*Examples: Concurrent
Submission, Nonprofit
Registration, Community
Engagement documentation,
Conflict of Interest forms, etc.*

Petition Orientation

All FY25 petitioners are required to view the SCSC's Petition Orientation.

Petition Orientation is asynchronous and is intended to clarify SCSC expectations for the charter petition, budget templates, and capacity interview in advance of the petition deadline.

All petitioners must upload a certificate of completion certifying they viewed the Petition Orientation with the petition. Petitions that do not include the required certificate of completion may be withdrawn from further review and not considered for SCSC approval.



Resources

[Start a New School | State Charter Schools Commission of Georgia](#)

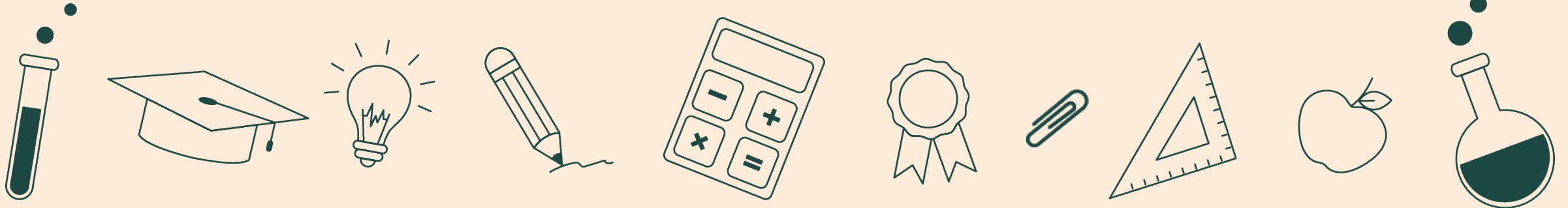
Includes links to:

- Petitioner Bootcamp recording & slides
- FY25 Petition Priorities
- Relevant laws and policies
- Sample Charter Contract
- New Guidance Documents





Online Application Overview





SCSC Electronic Submission Portal

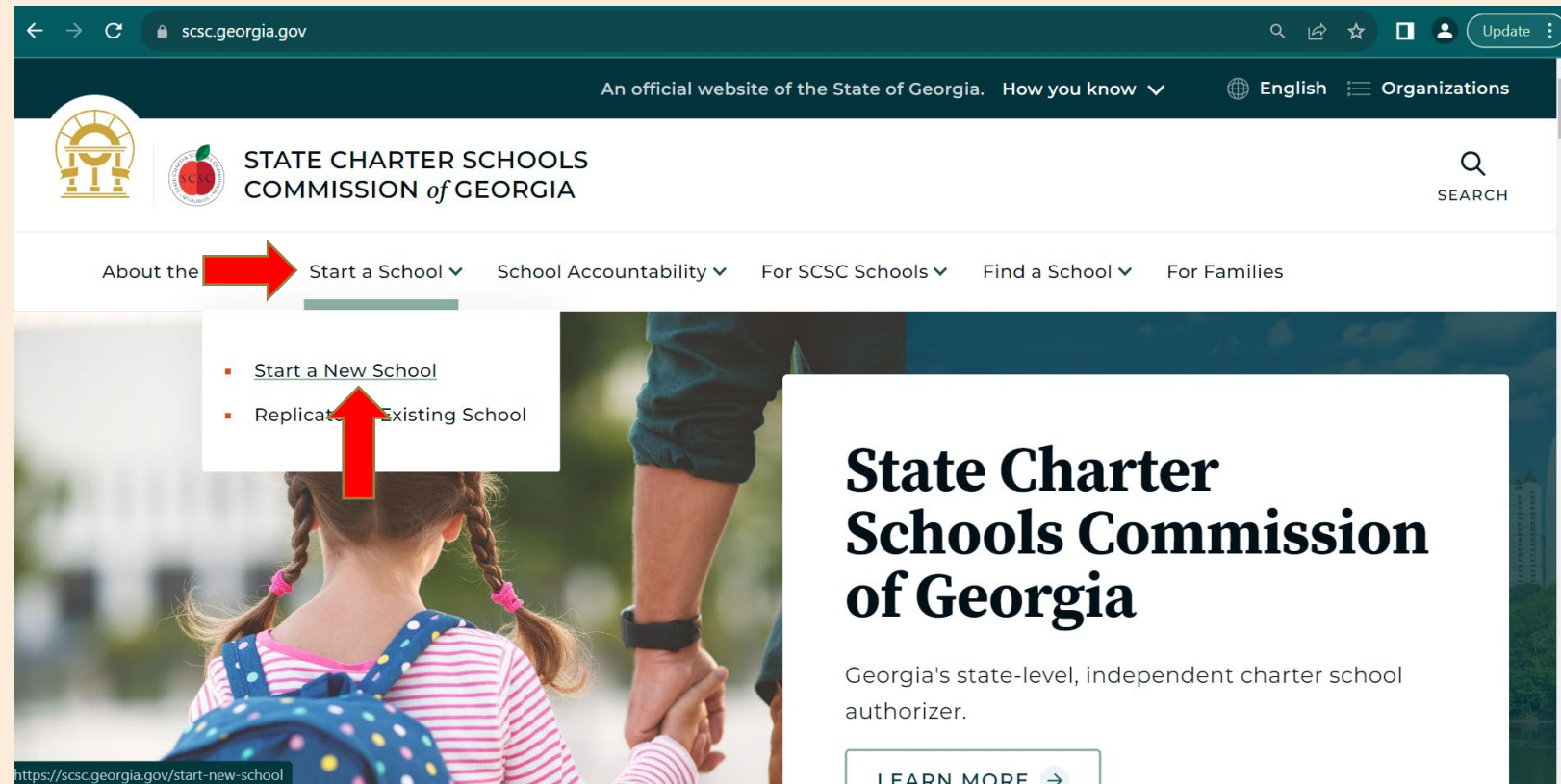
- Petitions must be submitted through the online portal.
- The remainder of this presentation is intended to familiarize petitioners with the online platform and the format of the charter application.



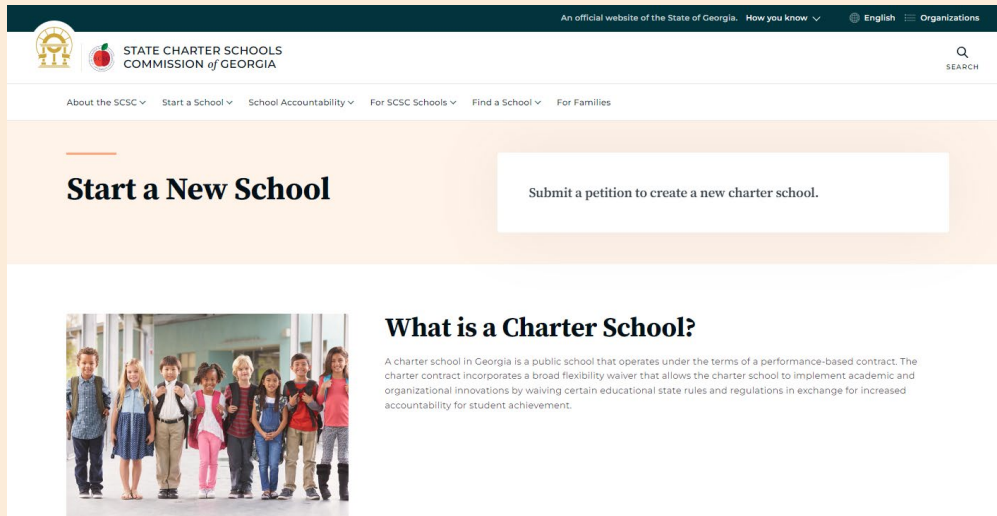


[SCSC website link.](https://scsc.georgia.gov)

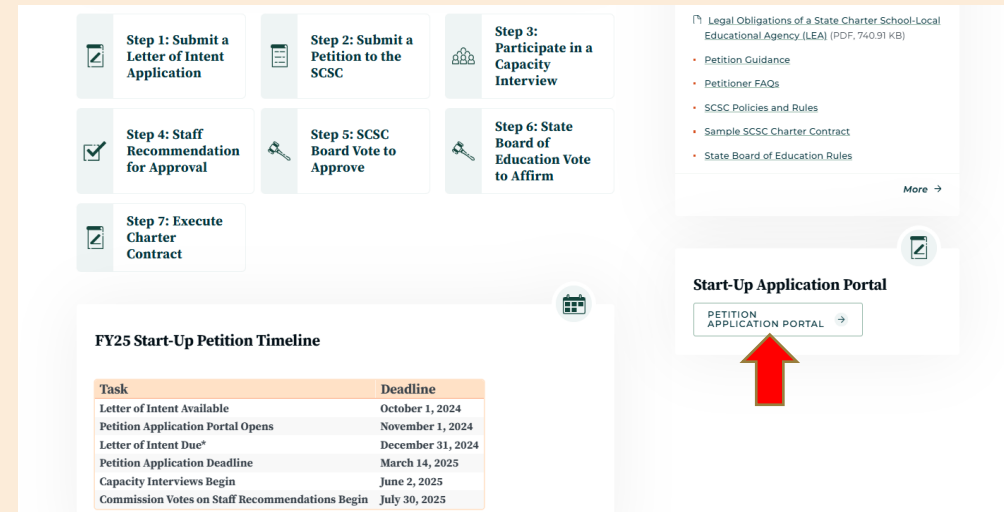
Accessing the Portal



Accessing the Portal



The screenshot shows the homepage of the State Charter Schools Commission of Georgia. The header includes the logo, navigation links, and a search bar. The main content area features a 'Start a New School' section with a button to 'Submit a petition to create a new charter school.' Below this is a section titled 'What is a Charter School?' with a photo of a group of diverse children and a brief explanation of charter schools in Georgia.

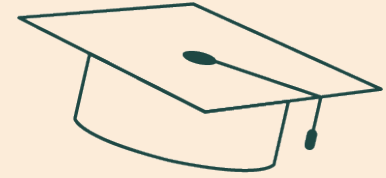



The screenshot displays the 'Start-Up Application Portal' with a 7-step process for submitting a petition. A red arrow points to the 'PETITION APPLICATION PORTAL' button. Below the steps is a table for the 'FY25 Start-Up Petition Timeline'.

Task	Deadline
Letter of Intent Available	October 1, 2024
Petition Application Portal Opens	November 1, 2024
Letter of Intent Due*	December 31, 2024
Petition Application Deadline	March 14, 2025
Capacity Interviews Begin	June 2, 2025
Commission Votes on Staff Recommendations Begin	July 30, 2025



Accessing the Portal





FY25 SCSC Start-up Charter School Application

Welcome to the 2025 State Charter Schools Commission of Georgia (SCSC) Petition Cycle!

The State Charter Schools Commission for Georgia (SCSC) is a state-level charter school authorizer working in collaboration with the Georgia Department of Education (GaDOE) under the authority of the State Board of Education (SBOE). The SCSC evaluates charter applications (petitions) to ensure that all charters for state charter schools are consistent with state education goals.

A charter school petition is a proposal to create a new school or renew the charter of an existing charter school. The petition describes the charter school's mission and proposed operations. For the 2025 cycle, all start-up charter petitions must be submitted through this online submission system.

Petitions must be submitted by March 14th, 2025, at 5:00 PM. The SCSC will not consider petitions received after this deadline. Submitting a petition does not guarantee charter authorization. All petitions and attachments submitted to the SCSC are subject to the Georgia Open Records Act.

Please visit the SCSC website for petition resources and guidance documents: [Petition Guidance](#)

See my application

APPLY

Opens

Nov 1 2024 12:00 AM (EDT)

Closes

Mar 14 2025 5:00 PM (EDT)





Accessing the Portal

A screenshot of a web application showing a modal dialog box titled "Name your application". The dialog has a close button (X) in the top right corner. Inside, there is a text input field with the placeholder text "e.g. Name of Proposed Charter School" and the example text "The Best Charter School". Below the input field, it says "75 characters maximum". At the bottom of the dialog, there are two buttons: "CANCEL" and "CREATE APPLICATION". A red arrow points to the "CREATE APPLICATION" button. The background is a blurred screenshot of the SCSC website.

A screenshot of the "Register for an applicant account" form. At the top, it says "Apply" with a logo. Below that, it says "Register for an applicant account". There are three social media login buttons: Facebook (f), Twitter (t), and Google (G). Below these, it says "OR". Then, there are input fields for "First name", "Last name", "Email", "Password", and "Confirm password". Below the password fields, there is a link to "terms of service" and "privacy policy". At the bottom, there is a checkbox for "I'm not a robot" and a reCAPTCHA logo. A red arrow points to the "CREATE ACCOUNT" button at the bottom right.



Accessing the Portal

0 of 26 required tasks complete

Last edited: Oct 30 2023 09:15 AM (EDT)

REVIEW

SUBMIT

Deadline: Mar 15 2024 05:00 PM (EDT)

KT

Kiara Thompson (Owner)
kiara.thompson@scsc.georgia.gov

Add collaborator

FY24 SCSC Start-up Charter Sch... [Link](#) Preview ...

The Best Charter School

ID: FY23-0000000004

APPLICATION

ACTIVITY

Your tasks

Petition Instructions

>

Petitioner Information

Cannot be started at this time

>

Enrollment Information

Cannot be started at this time

>

School Overview

Cannot be started at this time

>

Academics, Operations, Governance and Finance

Cannot be started at this time

>

Concurrent Submission

Cannot be started at this time

>

Assurances and Signatures

Cannot be started at this time

>

Upload Certificate of Incorporation

Cannot be started at this time

>

Upload By-laws

Cannot be started at this time

>

Upload Resumes

Cannot be started at this time

>

Upload Agreements with Third-Parties (Excluding the ESP

(optional)

State Charter Schools Commission

scsc.georgia.gov

The logo of the State Charter Schools Commission of Georgia. It features a circular emblem with a red apple in the center. The apple is split vertically, with the left half being a darker red and the right half a lighter red. The letters 'SCSC' are written in white across the middle of the apple. The words 'STATE CHARTER SCHOOLS COMMISSION' are written in a circular path around the apple, and 'OF GEORGIA' is written at the bottom.

Portal Tips



- Use 'Account Settings' to change:
 - Email address
 - Name
 - Password
- Ensure you are able to receive emails from SM Apply – review this article
- You MUST click 'SUBMIT' for the SCSC to receive your petition. Selecting 'MARK AS COMPLETE' does not submit your petition to the SCSC.
- Download your petition



Petition Highlights

- Submit a Letter of Intent to the SCSC prior to submitting your application
 - LOIs are due December 31, 2024
- Upload Evidence to Support Budget Expenses
 - Documentation may include quotes, catalog prices, or other communications with vendors that the school reasonably relied on to determine budget expenditures.
- Curriculum Documentation
 - Provide a list of the curriculum you intend to use for each grade in your requested grade band (template provided) and a preliminary scope and sequence for either Math or ELA, covering one grade from each grade band served.
- Organizational Chart
 - Details the relationship between the governing board and the individuals designated on the LEA Staffing Plan. This must also include the ESP's relationship, if applicable.



Petition Highlights (cont.)

- Concurrent Submission – Local Petition Submission
 - For defined attendance zones only, local petition submission is required in the portal.
- Community Engagement Information
 - Complete the template in the application and upload evidence of community interest in your school to support your selected attendance zone and projected enrollment targets.
- Certificate of Completion for Petitioner Orientation
 - Upload the Certificate of Completion for the FY25 SCSC Petition Orientation.
- ESP Addendum
 - Additional questions were added to the ESP Addendum for ESPs with an established track record in other states
- Submission Acknowledgement
 - The petitioner must acknowledge that the SCSC will only evaluate this petition after it is submitted.



Questions?

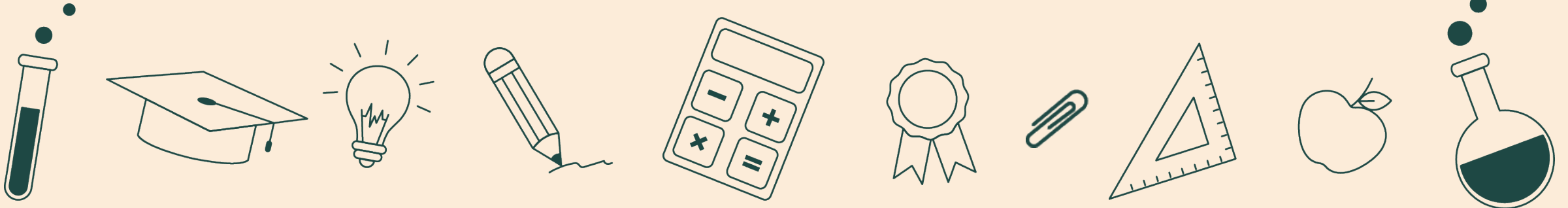




Navigating the Budget Template

State Charter Schools Commission of Georgia

Carmen Freemire, Senior Director of Finance



Budget Template Overview

Keep Formatted
in Excel

Do not modify
the format

Two Templates to
Submit

Petitioners must submit
2 budgets:
100% & 65%

Use FY25 Budget
Template in the
application portal

Do not add rows or
columns to the
template. Doing this
will affect the linkages
within the spreadsheet
and make it unusable

Instructions

- Read First and Thoroughly!

Budget Template

- You will build your school budget using this template.

Staffing Plan

- The Staffing Plan allows you to align positions detailed in the school's petition to positions detailed in the Budget Template.
- The staffing plan is NOT linked to the budget tab, so make sure the positions on the staffing plan are in the personnel section of the budget tab.

Cash Balances

- The ending cash balance MUST be positive for each year.
- The goal is to have a positive operating cash balance for each year.

Cash Flow Proj Planning Year

Cash Flow Proj Year 1


Cash Flow Proj Year 2

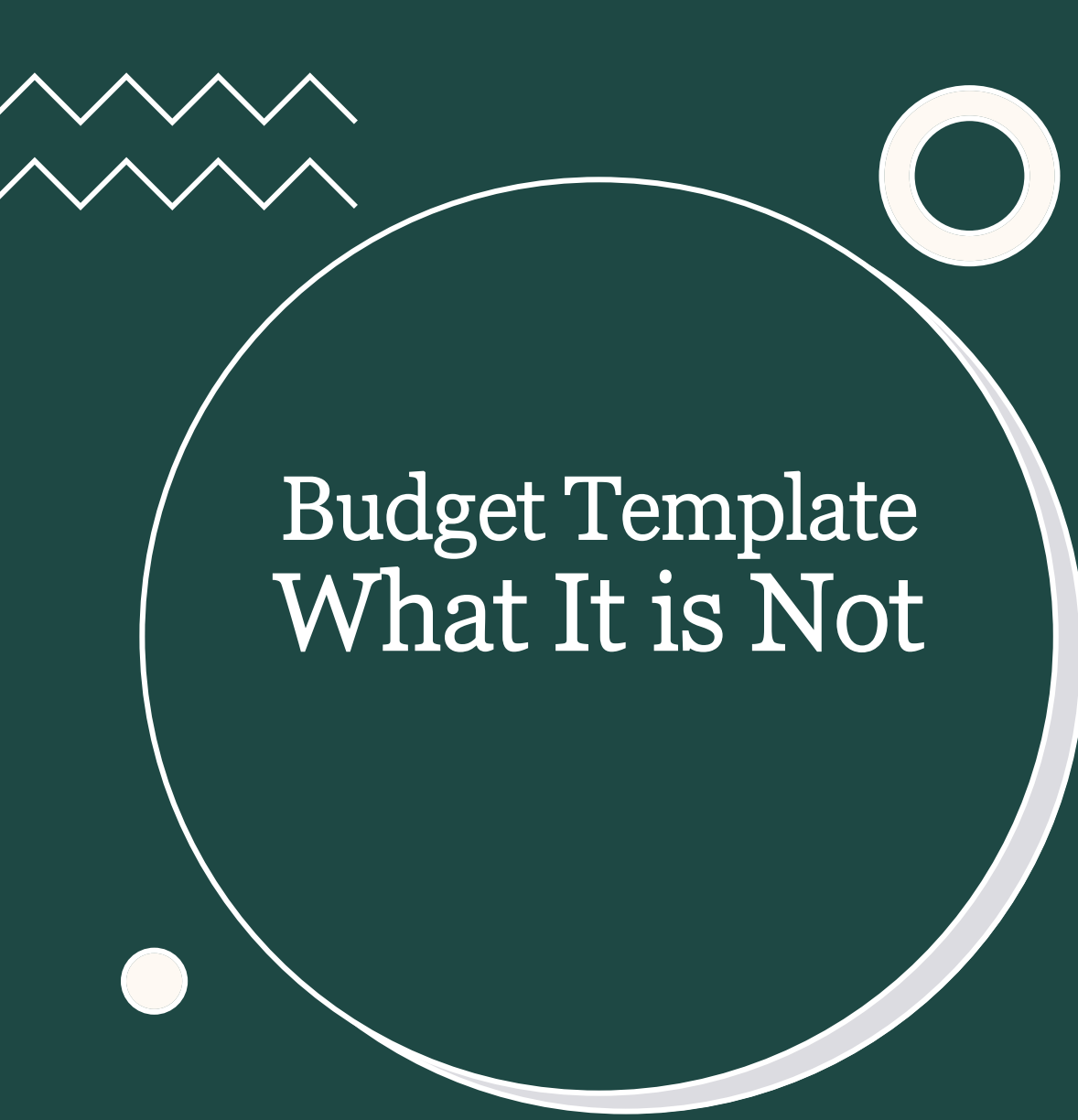
- The Cash Flow Projection tabs will provide petitioners and reviewers a picture of monthly cash inflows and outflows.





Budget Template What It is

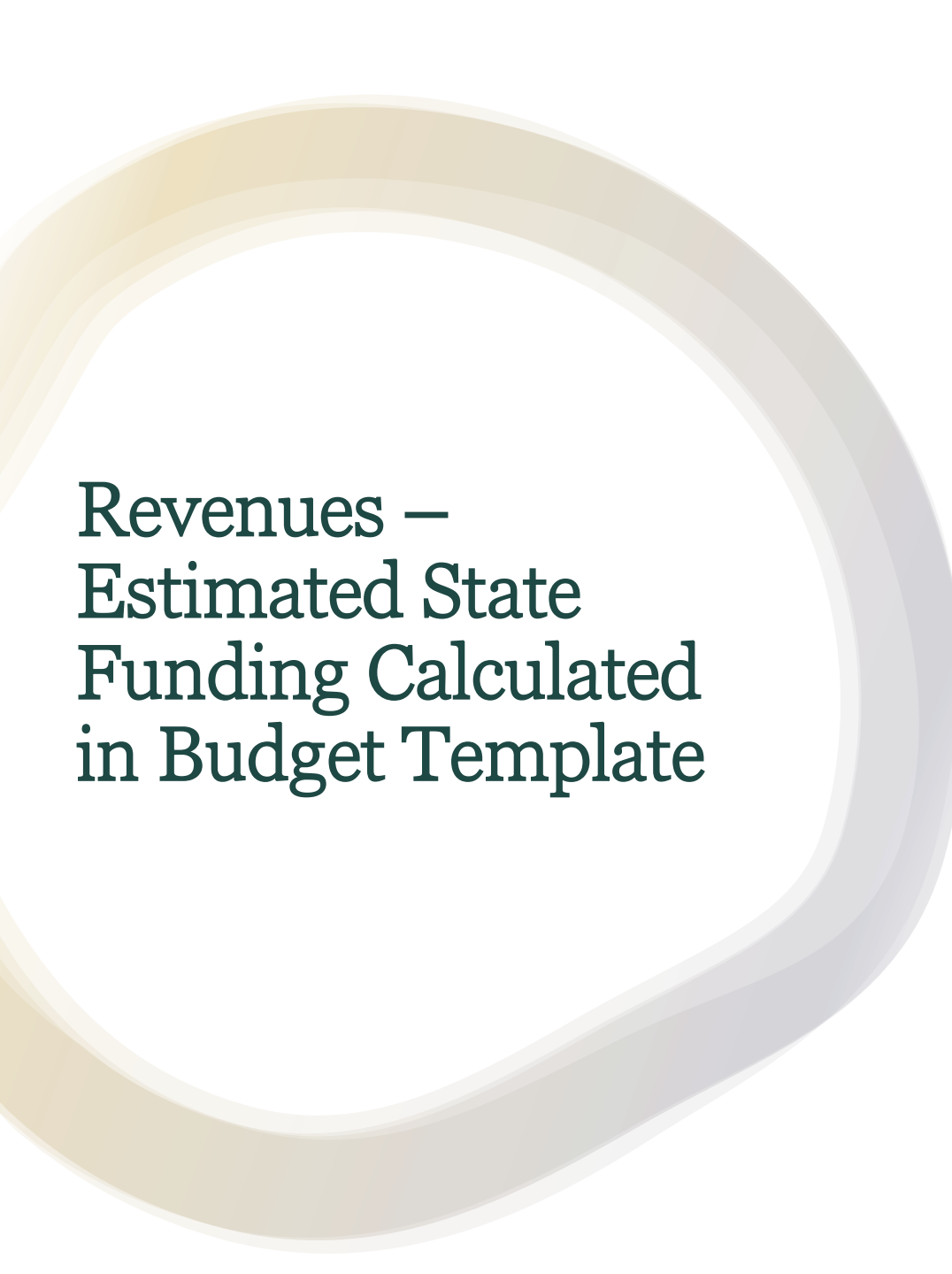
- Example of a budget a school might use given specific circumstances and information.
 - Demonstrates an understanding of school funding: potential revenues, anticipated expenses, cash flow planning, etc.
 - Demonstrates prudent decision making.
 - Explains how the plans outlined in the petition would be operationalized in a functioning financial framework.
- 



Budget Template What It is Not

A complete picture of what actual funding of the school will be when it is operating.





Revenues – Estimated State Funding Calculated in Budget Template

Disclaimer: The information presented in this Budget Template, including calculated revenue, is intended for educational purposes only. There is no guarantee or assurance that a school, if approved, will receive the calculated level of revenue. Petitioner accepts the risk that revenues will vary by school. Additionally, the SCSC cannot guarantee financial success based on any estimates or plans presented within the Budget Template. If approved, petitioners will need to base all budgetary decisions, including estimated revenue and expenditures, on their own due diligence.

Budget Submission – Acknowledgement & Sign Off

Please acknowledge your understanding of the following:

- ☐ I acknowledge and affirm that I have used the FY 20 Budget Template as downloaded from this application. I understand that if I have changed or attempted to reproduce the template in anyway, that my application may be rejected.
- ☐ I acknowledge and affirm that the budget template must be completed using Excel and will not function properly with the use of other programs, such as Google docs. Failure to use the Excel-based template and upload it as an .xlsx file may result in the rejection of my application.
- ☐ I acknowledge and affirm that the budget template contains 5 separate tabs which I must complete. I understand that failure to complete all tabs in their entirety may result in the rejection of my application.
- ☐ I acknowledge and affirm that grants, including the Federal Implementation Grant, should not be included unless they have already been awarded to the school. Inclusion of grant monies without documentation of award may result in the rejection of my application.
- ☐ I acknowledge and affirm that only revenue that can be adequately assured should be included as "Additional Revenue". Although it is not necessary for revenue to be received to by the school to be included in the template, the school MUST have written evidence that the revenue will be provided upon receipt of a charter contract. Inclusion of additional revenue without sufficient documentation may result in the rejection of my application.

Signature

- Required component of application.
- If submission does not comply with these requirements, it is likely the application will be rejected.
- Rejection requires re-application the following cycle.

Common Budget Errors & Concerns

Revenue

- ✗ Overestimating student enrollment.
Don't force enrollment numbers to support the costs in the budget.
- ✗ Over estimating training and experience of teachers which earns a school more revenue when most new schools have difficulty attracting teachers with many years of experience.
- ✗ Including unguaranteed revenue without proper documentation (e.g. grant award letter).
Only include funds your school has been awarded.

Common Budget Errors & Concerns

Expenses

- ✗ Underestimating personnel costs.
- ✗ Underestimating facilities costs.
Try to keep it at 15% of the total budget.
- ✗ Not including costs for renovations and maintenance.
- ✗ Academic program expenses in petition not supported by budget.
- ✗ Not including an expense without explanation (e.g. donated student furniture).
- ✗ Allocating expenditures inappropriately (e.g. expenses are the same every month).

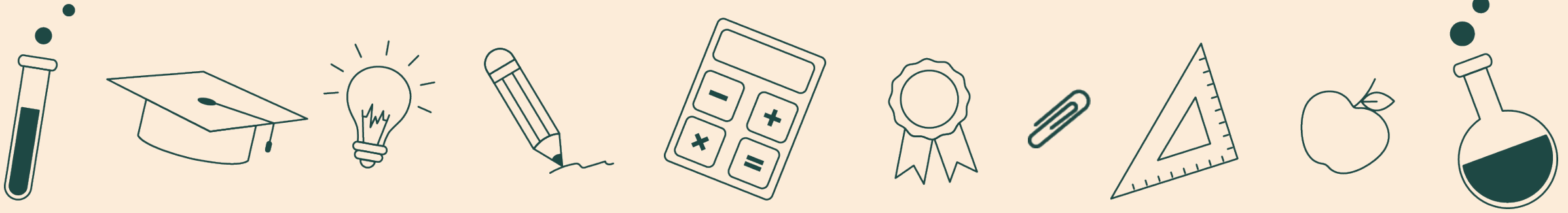




Petition Budget Template Demo

Questions?





Contact Us

Website: scsc.georgia.gov

Twitter: @SCSCGa

Address: 504 Twin Towers West,
205 Jesse Hill Jr. Dr., SE,
Atlanta, GA 30334

Phone: (404) 656-2837