## CHARTER SCHOOL PROPOSAL PROCESS FOR SCHOOLS OPENING IN FALL 2013

Ball State University, Office of Charter Schools ("OCS") welcomes any Organizing Group wanting to start a charter school to apply by following the Charter School Proposal Process stated below. Written submissions should be clear, concise, and provide compelling reasons for Ball State University to authorize the proposed charter school. Meeting deadlines does not guarantee approval during the current review cycle.

The evaluation process for the charter proposals includes each of the following: 1) a review by OCS staff and external evaluators; 2) an interview with Organizer and other representatives; and 3) a public hearing in the community where the proposed charter school will be located. Although OCS makes recommendations as to which proposal(s) to approve, Ball State University's President makes the final decisions as to any schools that are recommended for a charter approval.

OCS will be revisiting its requirements prior to each proposal cycle to see if any revisions are needed. OCS will try to make any necessary changes at least 60 days in advance of the submission deadlines in order to allow Organizing Groups to have time to make adjustments prior to deadlines.

## **Submission Requirements:**

Statements of Interest and Charter Proposals shall be submitted both electronically and by regular mail. Electronic submissions shall be via email to <a href="mailto:charterapps@bsu.edu">charterapps@bsu.edu</a> no later than the specified date for the electronic submission. One copy of the Statement of Interest shall be sent by regular mail to Office of Charter Schools postmarked no later than the specified date for the electronic submission. Ten copies of the Charter Proposals shall be sent by regular mail to Office of Charter Schools postmarked no later than the specified date for the electronic submission.

If you have any questions, please contact the Office of Charter Schools at 765-285-1336 or email the office at mrsiler@bsu.edu.

	Event	<b>Due Date</b>
Step 1	Submission of Statement of Interest The purpose of the Statement of Interest is to provide each Organizing Group an opportunity to submit its idea for opening a charter school to the OCS prior to investing time and incurring costs associated with completing a proposal.	May 1, 2012
	Statements of Interest must be received electronically by the close of business on May 1, 2012. One print copy must be mailed postmarked no later than May 1, 2012.	
	The OCS will review the submitted Statements of Interest and make determinations based on the completeness and quality of the submissions. Organizing Groups will be notified by June 1, 2012.	
Step 2	Submission of Charter Proposal  Based on the completeness and quality of the Statements of Interest, the OCS will invite selected Organizing Groups to submit a Charter Proposal.  Charter Proposals must be received by the close of business on August 3, 2012. Ten copies of the Charter Proposals must be sent by regular mail postmarked no later than August 3, 2012.	August 3, 2012
Step 3	Interviews Interviews are afforded to selected Organizing Groups.	September 4 -14, 2012

	Event	<b>Due Date</b>
Step 4	Public Hearing	September 24-28, 2012
	Based on a Charter Proposal's quality and interview session, the OCS will	October 1-5, 2012
	invite selected Organizing Groups to hold a Public Hearing in the area	
	where the school will be located. Public notices of the hearing must be	
	published in a local newspaper and must be sent to the school district(s) in	
	which the school would be located. OCS will arrange and pay for the cost	
	of such notices.	
Step 5	Final Decision	October 17, 2012
_	Ball State University's President designates final approval of the Charter	
	Proposals and sponsorship by BSU.	