

Logistical Submission Requirements

Intent to Renew

- Schools must complete, sign, and submit the intent to renew form which includes verifying/updating school profile information.

Board Resolution

- Schools must draft, adopt, and submit a board resolution requesting charter renewal. A [sample resolution](#) is provided for schools to use as a starting point when drafting the resolution.

Interim Assessment

- Schools must submit interim assessment login credentials.

Site Visit Date

- Schools must select a date for the renewal site visit.

Academic Submission Requirements

Academic Narrative

- Schools must submit a current Unified Improvement Plan. The academic narrative for renewal is the school Unified Improvement Plan. The UIP will be reviewed for accuracy and depth of analysis. [CDE's Quality Criteria for Improvement Planning](#) will be used as a framework for this review.

At a minimum, schools must address any area where students did not meet state expectations, based on the most recently available state assessment results. This includes both overall indicators and sub-group populations.

Financial Submission Requirements

3-year Financial Forecast

- Schools must submit a three-year financial forecast. This must include the next fiscal year plus the next three years.

Schools may submit the financial forecast using an expanded version of the [CDE Uniform Budget Summary](#) or the [CSI Renewal Budget Template](#). *The next fiscal year budget should be identical to the budget submitted to CSI as a part of the annual budget submission process.*

Financial Policies and Procedures

- Schools must submit a copy of all current financial policies and procedures. [The CSI Financial Policies and Procedures Guidance is available on the CSI resource site.](#)

Other Information

- CSI may ask for additional information once the annual audit has been completed in October.

Organizational & Governance Submission Requirements

Organizational Chart

- Schools must provide a complete, current organizational chart. If any changes to the organizational structure are planned, schools should submit both a current organizational chart and a chart that represents the planned changes.

Strategic Plan

- School must submit the current strategic plan. During the presentation to the CSI Board in the fall, the school board will share the major focus areas included in the strategic plan.

Board Self-Evaluation

- School boards must engage in a self-evaluation that covers the following areas:
 - School Vision and Mission (adherence to bylaws; diversity in experience)
 - Bylaws
 - Service to Special Populations
 - Board Membership
 - Communication
 - Fiduciary Duties
 - Board/School Leader Relationship
 - Board Needs and Training
 - Policies, Compliance, and Board Responsibilities
 - Authorizer Relationship

A sample school board needs assessment can be found at our website: [Governance Needs Assessment](#)

Evaluations

- Schools must submit confirmation that the school leader evaluation has been completed. Confirmation may include a completed evaluation, board minutes reflecting discussion of the evaluation etc.
- School must submit the teacher evaluation rubric used to evaluate teachers in alignment with the waiver replacement plan.

Bylaws

- Schools must submit the current school bylaws. If any changes to the bylaws are planned, school should submit the revised documents in draft form prior to formal school board approval.

Waiver Requests

- Schools must submit a complete set of waiver requests and replacement plans proposed for inclusion in the charter contract. When drafting a new request, consult CSI's Waiver Template and sample language posted here: <https://resources.csi.state.co.us/waivers/>. The CSI recommended waivers and replacement plan language has changed, so a new request should be submitted including all proposed waivers based on the updated guidance. Existing waiver replacement plans may be consulted but should not be resubmitted without changes. If the template does not include sample language for a waiver you want to request, please contact CSI's Legal & Policy team.

EMO/ESP Management Agreement (if applicable)

- Schools must submit a copy of any EMO/ESP management agreement (if applicable). For more information, see [Evaluating Education Service Provider \("ESP"\) Agreements](#).

Optional review (if applicable)

Schools may also undertake a more thorough review of existing school documents as a part of the charter renewal process. This is not required, but many school leaders and governing boards find it helpful to periodically review and update foundational or guiding documents. The list provided below is not exhaustive and is only provided as a resource. CSI staff are happy to help review updated policies.

- Evidence of good standing with the Colorado Secretary of State
- Board policy book
- Board/school dashboard
- Governing board conflict of interest policy and/or disclosure forms
- Parent/student handbook
- Course completion, promotion criteria or graduation criteria/policies
- Administrative procedures related to finance or operations
- Building safety plan (review annually)
- Sample employee agreements
- Staff handbook
- Staff job descriptions
- ESP employee or facility lease agreement, if applicable

