

Wyoming Department of Education

Charter School Renewal Application



Disclaimer

For thorough discussion of the requirements and applicable laws, please see Chapter 32, Charter Schools, Wyoming Department of Education Rules and Regulations and W.S. § 21-3-301 et seq.

Technical Assistance

The Wyoming Department of Education is available to provide technical assistance for districts and charter school representatives regarding the rules and statutory requirements. Please request assistance in writing by e-mailing Elaine Marces, the Program Manager, at elaine.marces@wyo.gov

Please include the following information: date, school district, name of charter school, single point of contact for the charter school.

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Application Instructions

The renewal application of the charter school becomes a public document upon completion and submission to the district board. **Wyoming Department of Education Rules and Regulations Chapter 32, Charter Schools (herein after “Chapter 32”)** outlines the renewal process. Please review Chapter 32, Section 12 for further details.

Chapter 32, Section 12 requires that an application for renewal for the operation of a charter school be presented in the same manner as an initial application and must include a Preliminary Evaluation of Readiness and a determination of complete by the district superintendent prior to presentation to the district school board for final approval/denial status.

Format for the Application

- Type the application on 8 ½ x 11 white paper;
- Use a twelve-point or larger font;
- Single-space the body of the application;
- Use only **one side** of each sheet of paper. **Do not copy** front to back;
- Separate each section by inserting tabbed dividers in the application document;
- In the header, include the complete, proper name of the charter school and section number and name of the section. (For example: Favorite Charter School, Section 1, Mission Statement);
- In the footer, include page numbers that reference the application section and page number. (For example: Page 1-1 represents Part 1, page 1); and
- Edit document for spelling, grammar, formatting and completeness prior to submission.

Submission of Application

Submit the documents that comprise the Proposed Charter School Application in the following order and format:

1. Title Page

- Use the complete, proper name of the proposed charter school;
- The words “Charter School” must be used in the title of the proposed school; and
- Title Page must include the words “[DISTRICT NAME and NUMBER] Charter School Renewal Application.”

2. Executive Summary

- Provide an overview of no more than ten (10) pages which highlight the primary characteristics of the charter school, including the school’s mission; grade levels served, any improvements and accomplishments; explanations for lack of accomplishments and other pertinent information contained in the application. Be sure the innovative features and the value added to the community are included and supported.

3. Table of Contents

The table of contents should be labeled as parts and subsections.

- Appendix if applicable; and
- List each section and subsection with the appropriate page number.

4. BODY OF APPLICATION

- At the very least, the charter school representatives must address:
 - Achieving goals
 - Objectives
 - Pupil performance standards
 - Content standards
 - Terms of the initial approved charter school application

- A financial statement that discloses the cost of administration cost of instruction, and other spending categories. This must be understandable by the general public and easily comparable to similar schools and or organizations. You may include SBE 911 forms for the five years in the appendices.

5. Appendices

- Appendix A must be a copy of the original charter agreement.
- Appendix B must be a list of deliverables from the initial charter school agreement/contract with the district listing a date that the deliverable was met; or an explanation for the failure to deliver.
- Other Appendices are permitted, but are not required;
- Responses to questions in the Implementation Plan and/or Financial Plan must be part of the body of the application not in the appendices; and
- Label the first page of each appendix with a letter (i.e. Appendix A).

Deadline

Two (2) originals of the Charter School Renewal Application must be submitted to the district superintendent and district board.

Please note, The Charter School Application must be submitted and approved by the district board at least thirty (30) days prior to the expiration of the current charter school agreement.

Applications must be submitted to:

DISTRICT NAME:

ATTN:

DISTRICT ADDRESS:

DISTRICT PHONE NUMBER:

Charter School Renewal Application

Complete Proper Name of the Charter School

(Include words Charter School in the title. Do not include the name or identification of a private entity)

Location of Charter School

County:

District:

Charter School Application Contact Information

Full Name:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

Executive Summary

Subsection I: Provide an evidence based narrative demonstrating evidence of need and/or demand for the continued operation of the charter school including a description of the community the school has served.

Subsection II: Please include a short narrative of goals, objectives, pupil performance standards, content standards.

Subsection III: Please include the terms of the initial approved charter school application and how the charter school has met those obligations.

Subsection IV: Please include a financial statement that discloses the cost of administration, cost of instruction and other spending categories for the charter school.

(A) Must be understandable general public.

(B) Include a copy of the SBE forms 911 in the appendices to provide transparency and easy comparisons with similar schools.

Part I: Rationale for the Proposed School and Evidence of Support (See Chapter 32, Section 7 (a) (i)) - Limit to one paragraph per section.

References to appendices are permitted.

Subsection I: Provide an evidence based narrative demonstrating evidence of need and/or demand for the continued operation of the charter school including a description of the community the school has served.

Subsection II: Provide evidence of support for the school that includes the following:

(A) A description of the way in which community groups that represent parents, teachers, pupils or any combination thereof were involved during the term of the current charter school agreement;

(B) A description of the business arrangements and partnerships with other organizations that represent parents, teachers, pupils or any combination thereof including at least five (5) letters of continuing support from the organizations;

(C) Evidence that charter school board public meetings were held, supported by copies of the meeting notices, a list of attendees, and a meeting summaries; and

(D) A count of students enrolled at the school.

Part II: Description of the Long Range Vision and Philosophy for Education
(See Chapter 32, Section 7 (a) (ii)) Limit to one paragraph per section.
References to appendices are permitted.

Subsection I: Please include a short narrative of the long-range vision and philosophy for education. If changes have been made from the original or current charter, please explain.

Subsection II: Please include the educational philosophy employed, including a detailed description how the following has been accomplished:

- (A) How the educational philosophy supports the long-range vision;
- (B) How the school has improved student learning in accordance with its original or current charter;
- (C) How the school has encouraged the use of different and innovative teaching methods;
- (D) How the school has created new professional opportunities for teachers; and
- (E) How the school has provided parents and students with expanded choices in the types of educational opportunities.

Subsection III: Please provide a description of how the rationale for the proposed school has been incorporated into the vision and philosophy.

Part III: Description of Educational Program to be Offered (See Chapter
32, Section 7 (a) (iii))

Subsection I: Describe the educational program that is offered in detail; include the following information:

- (A) Identification of target population(s), which includes the grades served each year for the full length of the charter;

(B) A description of how learning has occurred including information on the academic program being offered with supporting research and evidence, evidence of alignment of the academic program with the uniform content and performance standards and state standards for each grade level for each content area;

(C) Goals regarding how the school has and plans to improve student learning and enable students to become self-motivated, competent, life-long learners;

(D) A description of extracurricular activities and/or after school activities, if appropriate;

(E) A description of the school/student discipline plans including suspension and expulsion policies;

(F) The method of accreditation and a description of the accreditation process to be used;

(G) Evidence that the charter school has operated in a manner to meet and/or exceed accreditation standards; and

(H) Explanation of the delivery of appropriate educational services to special education populations.

Part IV: Identification of Measurable Pupil Outcomes (See Chapter 32, Section 7 (a) (iv))

Subsection I: Provide an explanation of how the school established first year benchmarks and e goals after two (2) years of performance. Address the plan to establish benchmarks and goals for the next approval period.

Subsection II: Explain how all students have demonstrated attainment of the skills and knowledge specified as goals in the school educational program, including meeting state assessment standards.

Subsection III: Describe the method by which pupil progress has been measured.

Part V: Governance Structure of School (See Chapter 32, Section 7 (a)) (v))

Subsection I: Provide organizational documents including articles, by-laws, or similar organizational documentation that provide a description and explanation of the following:

- (A) Roles and responsibilities of the Charter School Board of Directors;
- (B) Roles and responsibilities of school leadership and non-instructional management positions; and
- (C) An organizational chart of the school administrative structure.
- (D) A Consent to Perform Background Check shall be completed and submitted with respect to each person identified as a Director or as a school leader or non-instructional manager.

Subsection II: Human resource personnel documents that provide a description and explanation of the following:

- (A) Employment policies;
- (B) Explanation of the relationship between the charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees and their recognized representative, if any;
- (C) Staff qualification requirements to be met by individuals employed by the school;
- (D) Job descriptions for the positions that have been available as a result of the operation of the charter school;
- (D) Employee rights including a description of the rights of any employee of a school district upon commencing work for the charter school and any rights upon returning to the school district after employment at the charter school;
- (E) The system that have been utilized for employee reviews;
- (F) The procedures for reprimands and firing; and
- (F) How the requirements for the Wyoming retirement system and federal social security have been met.

Subsection III: Insurance coverage and liability issues, including agreements between the charter school and the district regarding respective legal liability and applicable insurance coverage and evidence that the school is indemnified to the fullest extent possible.

Subsection IV: Matters pertaining to student and employee records retention and privacy issues.

Subsection V: Health and safety procedures for students and staff.

Subsection VI: The process for procurement and contracting, including a list of services anticipated for contracting.

Part VI: Facilities Plans (See Chapter 32, Section 7 (a) (vi))

Subsection I: Include the charter school facilities plan, which provides explanation and a detailed description of the following:

(A) The geographic location for operation of the school;

(B) A budget detailing the costs associated with the renovation, construction or purchase of the site.

Part VII: Admission and Enrollment Policies (See Chapter 32, Section 7 (a) (vii)).

Subsection I: Describe in detail the enrollment and admission policies utilized by the charter school. Include the following elements:

(A) The period for when admissions have been accepted in previous years. Address any changes related to this

(B) Explain and provide a copy of any lottery process by which students have been admitted, if applicable; and,

(C) Explain and provide a copy of any waiting list policy, if applicable.

Part VIII: Financial Information (See Chapter 32, Section 7 (a) (viii))

Subsection I: Provide enrollment projections for the next five (5) years, including the minimum and maximum enrollment projections for each year that demonstrate financial feasibility.

Subsection II: Provide a comprehensive budget for the past term and upcoming term of five (5) years for the charter, which includes the annual revenues, revenue sources and expenses and any resulting surplus or deficits.

Subsection III: Provide a budget narrative that provides the following:

(A) Evidence of economic soundness; and,

(B) A description of the funds utilized (i.e. private or public funds).

Subsection IV: Provide a financial feasibility statement providing evidence of viability following the past five (5) years of operation.

Subsection V: An explanation of financial oversight including the following:

(A) A description of financial policies and how the school has implemented internal financial controls;

(B) A description of the financial reports, including format and frequency; and,

(C) The method for an annual audit of the financial and programmatic operations of the school, including any services provided by the school district.

Part IX: Transportation (See Chapter 32, Section 7 (a) (ix))

Subsection I: Provide a description of the transportation plan of the charter school, if any, which includes:

(A) A description of any contracts, and any terms thereof, that are necessary, including with the district or an outside provider;

(B) If transportation has not been provided, include an explanation of how the lack of transportation has not impeded the ability of students to attend the school;

Part X: Displaced Pupils (See Chapter 32, Section 7 (a) (x))

Subsection I: Discuss the potential displacement of any pupils, teachers or other employees that may result from the operation of charter school, including a description of the populations potentially affected and a plan for dealing with the issue.

Part XI: Waiver Requests (See Chapter 32, Section 13 and 14)

Subsection I: DISTRICT BOARD WAIVER

Please describe any and all waivers from district rules and regulations or policies and procedures that have been previously granted and/or are sought by the charter school. Please provide a specific citation to the rule, regulation or policy for which a waiver is sought and include an explanation as to the necessity of such waiver.

A district board may only waive locally imposed school district requirements. Please note that a district board cannot waive any requirements of the Wyoming State Board of Education or the Wyoming Department of Education or any other state agency.

Subsection II: WYOMING STATE BOARD OF EDUCATION WAIVER

Please describe any and all waivers from statutes, rules and regulation within the authority of the Wyoming State Board of Education that have been granted and/or will be sought by the charter school. Please include specific designation of state statute, rule and regulation and explanation of necessity that would require a waiver.

The Wyoming State Board of Education may only waive those rules and regulations or statutes that are within its statutory authority. It may not waive statutes or rules and regulations within the authority of the State Superintendent, the Wyoming Department of Education, the Professional Teaching Standards Board or any other state agency. *See* Chapter 32, Section 14(f).

Receipt Documentation

Please have district contact person sign and return upon filing of application. Charter School Applicant is to keep this document for record keeping purposes. The district may keep a copy.

Receipt of Charter School Application

Name of School:

Delivered To:
(county or district)

Date and Time:

Received by:

Signature

Attachment A: State Board of Education Waiver Request

Wyoming Department of Education
Charter School Waiver Request
to the Wyoming State Board of Education

SUBMIT THIS REQUEST WITH SIGNATURES OF THE DISTRICT SUPERINTENDENT AND THE CHARTER SCHOOL REPRESENTATIVE ALONG WITH ACCOMPANYING DOCUMENTATION TO THE WYOMING DEPARTMENT OF EDUCATION, ATTENTION CHARTER SCHOOL PROGRAM CONSULTANT, 2300 CAPITOL AVE. HATHAWAY BLDG. 2ND FLOOR, CHEYENNE, WY 82002-0050

DISTRICT NAME & NUMBER:

DATE:

Charter School Name:

Address:

City:

State:

ZIP Code:

WAIVER REQUEST INFORMATION:

Specific state board rule or statute requested to be waived:

Check only one : NEW WAIVER REQUEST or WAIVER RENEWAL REQUEST

Rationale for waiver request including how the rule or statute inhibits or hinders the school's ability to meet its goals or comply with its long range vision and educational philosophy:

Description of how waived requirements would be met:

Explanation of any financial impact on the school as a result of the waiver:

Description of how the impact of the waiver will be evaluated:

Wyoming Department of Education Charter School Waiver Request to the Wyoming State Board of Education

Expected outcomes as a result of the waiver:

ASSURANCES:

Our signatures on this document indicate that both parties have the authority to submit this waiver request and that all information contained herein is true and correct to the best of my knowledge and belief.

Superintendent's Name :	Phone:	Fax:
Email:		
Signature:		Date:
Charter School Representative's Name :	Phone:	Fax:
Email:		
Signature:		Date:

ADDITIONAL INFORMATION: The form as encompassed above is utilized by the State Board in instances where a district is requesting a waiver on behalf of a charter school, which may operate or is operating in the district. It is included as reference material. A district may choose to modify this form to fit its purposes in instances where the waiver sought is from district rules and regulations or policies and procedures.

Any waivers a district seeks from the State Board on behalf of the proposed charter school should include a citation to the statutory or regulatory provision for which a waiver is sought, the rationale for the proposed waiver, and any financial impact this will have on the school.

Please note, in the instance of a new charter school, a district is required to notify the State Board of requests for waivers of state statutes and regulations within its control, within ten (10) days of preliminarily approving a charter school for operation. In addition, in any instance where a waiver is granted by the State Board, it is the responsibility of the school district to seek review by the State Board every two (2) years of the necessity of the waiver. For additional information and guidance regarding waivers of state statutes and rules and regulations under the authority of the State Board, please see Chapter 32, Section 14 and W.S. § 21-3-304(g) and § 21-3-305(c).

Attachment B: Chapter 32 Rules and Regulations

Districts should verify that the most current rules on file with the Secretary of State's Office are included with this application packet.

[Click here to connect to the Secretary of State's Public Access to Rules Database.](#)

Attachment C: Sample Background Screening Consent Form

CONSENT TO PERFORM BACKGROUND CHECK		
Date: _____	Driver's Lic # _____	State Issued _____
Last Name _____	First Name _____	Middle Initial _____
Maiden and/or Other Last Names Used _____		
Current Address _____	City and County _____	State and Zip Code _____
Date of Birth _____	Social Security Number _____	Circle One: Male / Female
<p>This authorization and consent for release of personal information acknowledges that _____ [Name of District] (Hereafter referred to as "District"), the State of Wyoming, including the Wyoming Department of Education, and/or their agents, officers and employees, may now, or at any time while this application for charter school is pending or after it has been granted and while it is effective, , conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release , the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.</p> <p>I understand that these searches will be used to determine suitability of applicant to operate or in any way be associated with the proposed Charter School. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the District. In addition, I release and discharge the District and its agents, officers and employees to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from my employer. After reading this document, I fully understand its contents and authorize the background verification.</p> <p>The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:</p> <p>1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) YES NO</p> <p>If YES, please provide an explanation below:</p> <p>_____</p> <p>_____</p> <p>_____</p>		

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense? YES NO
If YES, Please provide an explanation below:

3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense? YES NO
If YES, Please provide an explanation below:

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? YES NO
If YES, Please provide an explanation below:

5. As of the date of this authorization, do you have any pending criminal charges against you? YES NO
If YES, Please provide an explanation below:

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE AGE 18 OR HIGH SCHOOL GRADUATION. YOU MUST BE SPECIFIC ABOUT DATES OF RESIDENCE.

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT IS GROUNDS FOR THE REFUSAL TO GRANT THE APPLICATION FOR OR REVOCATION OF THE CHARTER SCHOOL.

Signed this _____ day of _____, 20____

Applicant (Print Name) _____

Applicant Signature _____

Attachment D: Evaluation Rubric Template

Scoring:

A score of three (3) should be given for applications that meet all the criteria in the first column. A score of two (2) should be given for an application that meets the criteria in the second column. A score of one (1) should be given for applications that meet all the criteria in the third column. Each row is to receive a score of three (3), two (2), or one (1). Each numbered section should be scored accordingly and section totals score should be added to the weighted table below once the entire application has been evaluated.

A score total of 90-100% will be given a Complete Status; a score total of 70-89% will be given a Partially Complete Status; and a score total of 69% or lower will be given an Incomplete Status.

Final Score: Take the total raw score, divide by total possible points multiply that total by the weight amount.

$$(\text{Section total} / \text{total section points possible}) (\text{weight amount}) = \text{final score}$$

The following page provides a scoring table with the mathematical equations set up for your convenience.

In the alternative, you can double click on the scoring table on the last page of the evaluation rubric and it will open the file in Microsoft excel. This will complete the calculations for you.

Scoring Sheet Table

Section	Raw Score	Total Possible	WEIGHT AMOUNT	FINAL SCORE
Section 1, Executive Summary Total Score:		3	10% (score x .10)	
Section 2, Rational Total Score :		15	12% (score x.12)	
Section 3, Vision and Philosophy Total Score		9	10% (score x.10)	
Section 4, Educational Program Total Score		24	15% (score x.15)	
Section 5, Measurable Pupil Outcomes Total Score		9	15% (score x.15)	
Section 6, Governance Total Score		27	15%(score x.15)	
Section 7, Facilities Total Score		6	2% (score x.02)	
Section 8, Enrollment Total Score		9	2% (score x.02)	
Section 9, Financial Plan Total Score		3	14% (score x.14)	
Section 10, Transportation Total Score		3	2% (score x.02)	
Section 11, Displaced Pupils Total Score		3	1% (score x.01)	
Section 12, Waivers Total Score		6	2% (score x.02)	
TOTAL SCORE		117	100% or 1.0	

	A Complete Application : (3 points each row)	A Partially Complete Application: (2 points each row)	An Incomplete Application : (1 point each row)	SCORE:
1. Executive Summary	1a)The Executive Summary addresses goals, objectives, pupil performance standards, and content standards. The terms of the initial approved charter school application are included and the charter school representatives have provided evidence and documentation that show how those terms/deliverables have been met or provides an explanation for not meeting those terms. Application has met or exceeded the formatting requirements as specified in the application packet. The application is complete with a title page, executive summary, table of contents, body and appendices if applicable. The application is well organized and headers, footers and sections are clearly labeled as required. The Application has been proof read for spelling, grammar, formatting, and completeness and requires no further formatting.	1a) The Executive Summary addresses or partially addresses any of the following: goals, objectives, pupil performance standards, and content standards. The terms of the initial approved charter school application are included and the charter school representatives have provided evidence and documentation that show how those terms/deliverables have been met. The application has met the majority of the formatting and submission requirements in a satisfactory manner, but fails to address all subparts specified in the application packet, or any portion thereof. The application has been proof read for spelling, grammar, formatting and requires little to no grammatical or formatting changes.	1a) Completed in an unsatisfactory manner and/or fails to address the majority of the formatting and submission requirements found in the application packet. Executive summary fails to address the statutorily required areas.	
	<i>Questions for Applicant Relative to this Section</i>			
	<i>Reviewer's Summary of this Section (note reason for score)</i>			
RAW SCORE FOR SECTION 1:				

2. Rationale for Proposed School and Evidence of Support	2a) Provides a narrative demonstrating evidence of need and or demand for the proposed school including a description of the community the school hopes to serve. Supportive documentation and sources are provided.	2a) Addresses Rationale for the proposed school and provides documentation as evidence, but lacks details and organization.	2a) Has not provided a narrative and/or supporting documentation.	
	2b) Community involvement by teachers, parents and students, or any combination thereof, in the operation of the charter school and their support of the application is apparent through documented evidence.	2b) Community involvement by teachers, parents and students, or any combination thereof, in the operation of the charter school and their support of the application is evident, but may require further work, details, or supportive documentation.	2b) Fails to address involvement or opportunities in the operation of the school and support of the application by teachers, parents and students, or any combination thereof.	
	2c) Provides description of the business arrangements and partnerships with other organizations that represent parents, teachers, students, or any combination thereof. Includes five (5) letters of support from these organizations.	2c) Provides description of the business arrangements and partnerships with other organizations that represent parents, teachers, students, or any combination thereof. Includes less than five (5) letters of support	2c) Provides no evidence of business arrangements or partnerships that represent parents, teachers and or students, or any combination thereof. Does not include any letters of support.	
	2d) Provide evidence that public education board meetings were held on a regular basis to inform the public of the operation of the charter school. (i.e. meeting notice, list of attendees, meeting summaries)	2d) Provide evidence (i.e., an established meeting agenda) that the public education board meetings were held, to inform the public of the operation to open a charter school.	2d) Does not provide evidence that at meetings were held.	
	2e) Provide evidence of sustainable enrollment; enrollment numbers, letters of intent and/ or waiting lists are included	2e) Provides statement of sustainable enrollment, but does not include evidence.	2e) Does not address sustainable enrollment. .	
	Questions for Applicant Relative to this Section			
Reviewer's Summary of this Section				
RAW SCORE FOR SECTION 2:				

3. Long Range Vision and Educational Philosophy	3a) Provides a short narrative of the long-range vision of the school.	3a) Addresses of the long-range vision, but lacks detail and organization.	3a) Does not provide a narrative on the long-range vision of the school.	
	3b) Describes the educational philosophy employed, including how it has and will continue to support the vision, improve student learning, encourages different and innovative teaching methods, provides professional opportunities for teachers and provides parent and teachers with expanded choices for education.	3b) Describes the educational philosophy, but lacks detail and organization or fails to address all five (5) subparts or any portion thereof.	3b) Does not discuss educational philosophy or fails to substantially address the five (5) subparts or the issue.	
	3c) Provides clear explanation of how the rationale for the school has been and will be incorporated into the vision and philosophy of the charter school.	3c) Provides explanation of how the rationale for the school has been and will be incorporated into the vision and philosophy of the charter school, but lacks detail and organization.	3c) Fails to address or include explanation of how the rationale for the proposed school has been and will be incorporated into the vision and philosophy.	
Questions for Applicant Relative to this Section				
Reviewer's Summary of this Section				
RAW SCORE FOR SECTION 3:				
4. Educational Program	Academic Program Design For more information on state standards, see http://edu.wyoming.gov/Programs/standards.aspx			
	4a) Describes educational program offered and identifies target populations to be educated including the grades to be served each year for the length of the charter and estimated enrollment projections for a minimum of five (5) years.	4a) Describes educational program offered and identifies target populations to be educated including the grades to be served each year for the length of the charter and estimated enrollment projections, but is unorganized and lacks supportive details and/or does not provide projection for entire five (5) year period.	4a) Fails to describe educational program offered and identify target populations to be educated including grades to be served and projected enrolments.	

	4b) Describes how learning has and will occur including information on the academic program provided with supporting research and evidence of alignment of academic programs with uniform content, performance standards and state standards for each grade level for each content area.	4b) Describes how learning has and will occur including information on the academic program to be provided with supporting research, but lacks detail and organization.	4b) Fails to provide a description of how learning has and will occur or description is not completed in a satisfactory manner.	
	4c) Identifies and explains how the school has improved and plans to improve student learning and enable students to become self-motivated, competent life-long learners.	4c) Identifies goals regarding how the school has improved and plans to improve student learning and enable students to become self-motivated, competent life-long learners, but response lacks detail and organization.	4c) Fails to describe or explain goals regarding how the school has improved and plans to improve student learning and enable students to become self-motivated, competent life-long learners.	
	4d) Contains detailed comprehensive a list of extracurricular and/or after school activities if appropriate, includes schedules, coaches and other details.	4d) Contains a list of extracurricular and/or after school activities if appropriate, includes schedules, coaches and other details, but lacks detail and organization.	4d) fails to address whether or not after school/extracurricular activities are or will be provided.	
	4e) Clearly describes school/student discipline plans including suspension and expulsion policies.	4e) School/student discipline plans including suspension and expulsion policies are present, but lack detail and organization.	4e) Fails to address school/student discipline plans including suspension and expulsion policies.	
	4g) The method of accreditation and description of the accreditation process that is used is clearly explained.	4g) The method of accreditation and description of the accreditation process that is used is included, but lacks detail and organization.	4g) Fails to address the method of accreditation and description of the accreditation process that is used.	
	4h) Explains the delivery of the appropriate educational services to special education populations in detail. Evidence is provided	4h) Explains the delivery of the appropriate educational services to special education populations but lacks detail and organization.	4h) Fails to address delivery of the appropriate educational services to special education populations.	
	<i>Questions for Applicant Relative to this Section</i>			
	<i>Reviewer's Summary of this Section</i>			
RAW SCORE FOR SECTION 4:				

5. Measuring Student Outcomes and School Success	<i>Assessment and Accountability Plan</i>			
	5a) Provides an explanation of how the school established first year benchmarks and goals after two (2) years of performance. Provides plan for the next approval period	5a) Explanation of how the school will establish first year benchmarks and eventual goals after two (2) years of performance, but lacks documentation and evidence. Goals and benchmarks for the next approval period are addressed, but lack detail and organization.	5a) Fails to address how first year benchmarks were developed and/or eventual goals after two (2) years of performance. Does not address future planning in relation to goals or benchmarks.	
	5b) Explains how all students have demonstrated and will demonstrate attainment of the skills and knowledge specified as goals in the school education program including meeting state assessment requirements and standards.	5b) Addresses how all students have demonstrated and will demonstrate attainment of the skills and knowledge specified as goals in the school education program including meeting state assessments and standards, but lacks detail and organization.	5b) fails to address how assessment requirements and/or standards will be met.	
	5c) Describes the method(s) or process by which student academic progress will be measured in detailed and organized fashion.	5c) Describe the method(s), or process, by which student academic progress will be measured, but lacks detail and organization.	5c) fails to address a method or process for measuring student progress.	
	<i>Questions for Applicant Relative to this Section</i>			
	<i>Reviewer's Summary of this Section</i>			
RAW SCORE FOR SECTION 5:				
6. Governance Structure	<i>Governing Body</i>			
	6a) Provides organizational documents including articles of incorporation, by-laws or similar organizational documents that outlines the roles of the charter school board of Directors; school leadership and management positions and includes and organizational chart. Includes duly executed background consent forms for all owner(s), director(s) and/or manager(s) applying for	6a) Provides organizational documents with most of the required elements, but fails to address all the required elements and/or the response lacks detail and organization. Lacks one or more duly executed background consent forms from owner(s), director(s), and/or manager(s) applying for the charter school.	6a) Fails to address any organizational documents and the necessary requirements associated with this element and/or does not include any background consent forms.	

	the charter school.			
<i>Human Resources and Personnel</i>				
	6b) Include organized and detailed documents that explain employment policies.	6b) Addresses documents that explain employment, but lacks details and organization.	6b) Does not address or fails to address employment policies	
	6c) Includes organized and detailed documents that explain the relationship between the charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees and their respective representative(s), if any.	6c) Includes documents that explain the relationship between the charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees and their respective representative(s), but lacks detail and organization.	6c) Does not address or fails to address the relationship between the charter school and its employees.	
	6d) Includes organized and detailed documents that explain staff qualification requirements to be met by individuals employed by the school.	6d) Includes documents that explain staff qualification requirements to be met by individuals employed by the school, but lacks detail and organization.	6k) Does not address or fails to address staff qualification requirements.	
	6e) Includes organized and detailed documents that explain job descriptions for the positions that will be available as a result of the operation of the charter school.	6e) Include documents that explain job descriptions for the positions that will be available as a result of the operation of the charter school but lack detail and organization.	6e) Does not address or fails to address job descriptions in any detail.	
	6f) Includes organized and detailed documents that explain employee rights including a description of the rights of any employee of a school district upon commencing work for the charter school and any rights upon returning to the school district after employment with the charter school.	6f) Includes documents that explain employee rights including a description of the rights of any employee of a school district upon commencing work for the charter school and any rights upon returning to the school district after employment with the charter school, but lacks detail and organization.	6f) Does not address employee rights.	
	6g) Includes organized and detailed documents that explain system for employee reviews.	6g) Includes documents that explain system for employee reviews, but lacks detail and organization.	6g) Does not address system for employee review.	

	6h) Includes organized and detailed documents that explain reprimand and firing policy.	6h) Includes documents that explain reprimand and firing policy, but lacks detail and organization.	6h) Does not address employee reprimand and firing policies.	
	6i) Include organized and detailed documents that explain how requirements of the Wyoming retirement and federal social security will be met.	6i) Includes documents that explain how requirements of the Wyoming retirement and federal social security will be met, but lacks detail and organization.	6i) Does not address retirement and social security.	
Operational Policies and Procedures				
	6j) Provides a copy of the policy and procedures by which school records for personnel and students will be maintained and destroyed.	6j) Provides a copy of the policy and procedures by which school records for personnel and students will be maintained and destroyed, but lacks detail and organization.	6j) Does not address records management and privacy issues for students and teachers.	
	6k) Describes the health and safety procedures for students and staff.	6k) Describes the health and safety procedures that will be implemented for students and staff, but lacks detail and organization.	6k) Does not address the health and safety procedures that will be implemented for students and/or staff.	
	6l) Includes a list of services anticipated for contracting. Describes the procedure for procurement and contracting of services.	6l) Description for the procedure for procurement and contracting of services is evident, but lacks detail and organization or list of services anticipated for contracting is incomplete.	6o) Does not address procedures for procurement and contracting of services and/or fails to provide a list of services anticipated for contracting.	
Questions for Applicant Relative to this Section				
Reviewer's Summary of this Section				
RAW SCORE FOR SECTION 6:				
7. Facilities	7a) Provides a facilities plan that gives a detailed description of geographic location, evidences availability and addresses the condition of three (3) options for a proposed	7a) Facility plan addresses a minimum of three (3) sites, geographic location and evidence of availability for each, but lacks supportive documentation.	7a) Does not address or fails to provide a facility plan, which addresses a minimum of three (3) sites including geographic location, evidence of availability and condition of	

	site.		location.	
	7b) Provides a facility plan that includes a proposed budget detailing the costs for renovation, construction or purchase of each of the proposed sites (minimum of 3).	7b) Facility plan includes a budget, but supportive documentation and/or details.	7b) Does not address or fails to include a budget or facility plan for each of the proposed sites in a satisfactory manner.	
Questions for Applicant Relative to this Section				
Reviewer's Summary of this Section				
RAW SCORE FOR SECTION 7:				
8. Admission and Enrollment	8a) Describes the period and process for when admissions have been and will be accepted in detail.	8a) Describes the period and process for when admissions have been and will be accepted, but lacks detail and organization.	8a) Does not address an admission policy.	
	8b) Addresses if a lottery process has been or will be used for student admittance and if used, describes the process in detail and provides a copy of the policy and/or other supportive documentation.	8b) Response lacks detail and organization.	8b) Fails to address if a lottery process will be used or does not describe process or fails to include a copy of the process.	
	8c) Addresses the use of a waiting list policy and describes the policy in detail. Copy of the policy is provided. If a waiting list policy has not been or will not be used, reasons for that choice is provided.	8c) Addresses the use of a waiting list policy, but fails to describe the policy or fails to provide a copy. If a waiting list will not be used, fails to provide reasons.	8c) Fails to address the use of a waiting list policy.	
	Questions for Applicant Relative to this Section			
Reviewer's Summary of this Section				
RAW SCORE FOR SECTION 8:				
9. Financial	9a) Provides current enrollment data and projections for a minimum of five (5) years,	9a) Addresses current enrollment data and projections for a minimum of five (5) years,	9a) Fails to address enrollment projections for a minimum of five (5) years, including	

Information	including minimums and maximums that demonstrate financial feasibility for each year. Includes supportive documentation for the projection.	including minimums and maximums that demonstrate financial feasibility for each year, but lacks supportive details.	minimums and maximums that demonstrate financial feasibility for each year at all.	
	<i>Questions for Applicant Relative to this Section</i>			
	<i>Reviewer's Summary of this Section</i>			
RAW SCORE FOR SECTION 9:				
10. Transportation	10a) Addresses transportation, and describes in detail, any contracts that are necessary (including contracts with the district or an outside provider). An alternative plan for transportation is described in detail, if the charter school will not be contracting for transportation services. Plan explains how lack of transportation will not impede on the ability of the student to attend.	10a) Addresses transportation and briefly addresses contracts that may be necessary (including contracts with the district or an outside provider). Contract requirements are not described in detail. An alternative plan for transportation is addressed, but not explained. If the charter school will not be contracting for transportation services, plan does not explain how lack of transportation will not impede on the ability of the student to attend.	10a) Does not address transportation issues in the application fails to include an explanation for the transportation of students or lack thereof.	
	<i>Questions for Applicant Relative to this Section</i>			
	<i>Reviewer's Summary of this Section</i>			
RAW SCORE FOR SECTION 10:				
11. Displacement of Students	11a) Discusses the potential displacement of any pupils, teachers or other employees that may be the result of the operation of charter school, including a description of the populations potentially affected and a plan for dealing with the issue.	11a) Discusses the potential displacement of any pupils, teachers or other employees that may be the result of the operation of charter school, including a description of the populations potentially affected, but lacks detail and/or organization.	11a) fails to address displaced students.	
	<i>Questions for Applicant Relative to this Section</i>			
	<i>Reviewer's Summary of this Section</i>			

	<i>Questions for Applicant Relative to this Section:</i>			
	<i>Reviewer's Summary of this Section:</i>			
RAW SCORE FOR SECTION 11:				
12. Waiver	<p>12a) Addresses the necessity of any waivers that will be requested from district policies, procedures, rules or regulation and if applicable, provides specific citation(s) to the provision and fully explains the necessity for the waiver.</p> <p>If waivers will not be requested, that fact is clearly stated.</p>	<p>12a) Addresses the necessity of any waivers that will be requested from district policies, procedures, rules or regulation, and if applicable, provides specific citation(s) to the provision. Does not provide detailed explanation for the necessity of said waiver.</p> <p>If waivers will not be requested, the application does not clearly state this fact.</p>	<p>12a) Fails to address the necessity of any waivers.</p>	
	<p>12b) Addresses the necessity of any waivers that will be requested from Wyoming State Board of Education policies, procedures, statute, rules or regulation and if applicable, provides specific citation(s) to the provision and fully explains the necessity for the waiver.</p> <p>If waivers will not be requested, that fact is clearly stated.</p>	<p>12b) Addresses the necessity of any waivers that will be requested from Wyoming State Board of Education policies, procedures, statute, rules or regulation and if applicable, provides specific citation(s) to the provision. Does not provide detailed explanation for the necessity of said waiver.</p> <p>If waivers will not be requested, the application does not clearly state this fact.</p>	<p>12b) Fails to address the necessity of any waivers or fails to clearly state that waivers will not be needed.</p>	
	<i>Questions for Applicant Relative to this Section:</i>			
	<i>Reviewer's Summary of this Section:</i>			
RAW SCORE FOR SECTION 12:				