



THE INSTITUTE PROCESS



Application Addenda

South Carolina utilizes a common new school application. This ensures alignment to statutory requirements in process and content. However, authorizers may request additional information or augment existing sections if needed.

For the 2019-2020 review cycle, the Institute has included application addenda. All applicants must complete the addenda on philosophical alignment, racial composition, church and state clarification, as well as the addendum on application history. An additional addendum is required if you intend to apply as an alternative education campus. These additions allow you to provide additional information as a supplement to your application. These documents can be found in your packet for reference and will be online for download at: erskinecharters.org/start-a-new-school.



Timeline

In alignment with state law, the application review process is conducted and completed within 90 days of your submission. Materials must be submitted by **FEBRUARY 1, 2020** for consideration in this year's cycle. Schools approved this cycle will open in **Fall 2021**.

Upon submission of your materials in **February**, the Institute will first conduct a completeness check. If any additional or missing information is required, applicants will have 48 hours to provide the information.

Following the initial review of your application, there will be an

opportunity to provide clarity through an in-person interview in **March or April**. This is also an opportunity to demonstrate the capacity and preparedness of your Committee to effectively implement and operate the proposed program.

You will be asked to present to the Institute Board of Directors in **May**. At this time, you will be able to make a formal presentation on your application, as well as answer questions directly from members of the Board. It is also at this meeting that Institute staff will present the

recommendation report. The Institute Board of Directors will rule on the application at this hearing. Details for the date, time, and location of all events will be coordinated with your committee groups upon submission of your application.



Resources

Weekly Q&A

In order to maintain standardization in the review process, as well as ensure your needs are being met and your questions are getting answered, please funnel all outreach through the Director of New School Development, Kristen Stolpa at authorization@erskinecharters.org. Each week, all questions posed from representatives of committee groups will be answered, consolidated, and distributed through the cohort listserv. This will ensure all groups are receiving the same information throughout the process. Beyond preserving consistency, it can be beneficial to see and review some of the inquiries and information being requested by groups embarking on the same endeavor as your committee.

Resources & Webinars

Your responses to the Workshop Needs Assessment Survey will be analyzed and used to inform upcoming resources and opportunities for interface in advance of your application submission. These will be circulated via our cohort listserv. So please be sure to complete that form and include your email address.