



Charter Activation Request Procedure

Revised August 2018

An organizer who has been granted multiple charters by the Indiana Charter School Board (“ICSB”) may request to “activate” an unused charter by submitting a formal request, signed by the organizer’s Board chair, to James Betley, ICSB Executive Director. The request, including all attachments, may be submitted electronically to indianacharterschoolboard@icsb.in.gov or mailed to the following address:

Indiana Charter School Board
143 West Market St., Suite 400
Indianapolis, Indiana 46204

The request must include the following information [Please limit your request to 30 total pages excluding (1), (2), and (7)]:

1. A resolution from the governing board of the organizer approving the activation;
2. A budget for the new school and a consolidated budget including all schools operated by the organizer within Indiana;
3. A description of the organizer’s current or planned capacity to manage multiple schools;
4. Academic data from the organizer’s current schools operating within Indiana;
5. Information demonstrating the need for the new school in the proposed location, including whether or not a facility has been identified;
6. A plan to engage the targeted community, including a description of community engagement efforts to date;
7. A completed “Experienced Operators Proposal Overview” which may be found [here](#);
8. A description of any planned changes from the approved school model(s) in the organizer’s original Charter Application; and
9. A detailed start-up plan for opening the new school, including specific planning tasks by month, and the individual or individuals responsible for each task.

Once the required information has been submitted, a public hearing will be held to allow for comments from community members about the proposed school. ICSB hosts public hearings within

the school corporation in which the proposed charter school will be located (or, if the specific location has not been identified, within the county in which the proposed charter school will be located). The purpose of the public hearing is for ICSB to receive comments from community members about the potential impact of the proposed charter school upon the community. The hearing is not a question and answer session between the public attendees and the applicant group or ICSB.

In addition to, or in lieu of, attending public hearings, community members may submit public comments via email to the following address: charter-applications@icsb.in.gov. Please note that all emails are subject to Indiana's public access laws including the Access to Public Records Act (“APRA”), which may be found at IC § 5-14-3. Those submitting a public comment are asked to provide their name and the name of the proposed charter school along with their comment.

Following the public hearing, ICSB staff will review the proposal- with a specific focus on capacity, the quality of the organizer’s current educational program(s), overall financial health of the organizer, and any comments made or submitted by members of the public. Staff will then prepare a formal recommendation to ICSB to accept or reject the proposal. The recommendation may include additional pre-opening criteria.

ICSB has three regularly scheduled meetings throughout the year, two (2) in the Spring (generally late March and late May) and one (1) in the Fall (generally mid- to late- November). Specific meeting dates and timelines may be found here: <https://www.in.gov/icsb/2338.htm>. Activation requests must be submitted no later than forty-five (45) days before any regularly scheduled board meeting.

Please note that, absent special circumstances, ICSB will not approve activation of a school to open in the same year that a request is submitted (e.g., a request submitted in the Spring Application for a school to open in Fall of the same year).

Approximately one (1) week prior to the board meeting, ICSB staff will contact the organizer’s designated representative to inform them of the staff recommendation for the activation request. At this time, the organizer may choose to “withdraw” its request from consideration which means that, while ICSB board members will be provided with a copy of the staff recommendation for the request, no discussion or vote will occur with respect to the request. Organizers who withdraw because the staff recommendation is declination or who are declined by the ICSB board may reapply in a later application cycle.

Representatives from the organizer and, if known, from the proposed school are required to attend the meeting to present the request and to answer any ICSB board member questions. After the presentation and board member discussion, the request will be put to a vote. ICSB board members are not required to accept ICSB staff’s recommendation. The board may accept the recommendation, reject the recommendation, or may accept the recommendation with additional conditions.

If the activation is approved, ICSB staff will work with the organizer through the start-up process, using the start-up plan provided by the organizer and ICSB's Prior Action Checklist, to ensure the school is prepared to accept students for the proposed school year opening.

For questions regarding this process, please contact Bridgett Abston, Director of Accountability & Applications at 317-232-0499 or babston@icsb.in.gov.