



Due Friday, April 1, 2020

Please submit to: Kimberley.Murphy@sde.ok.gov

Applicant (Legal Name of District)

Contact Name Phone Number Fax Number

Applicant Email Address

Authorized Representative Title

Mailing Address

City State ZIP Code

Authorized Representative Signature Date

Kimberley Murphy, Program Specialist
Office of Federal Programs
Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599
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New and Expanding Charter Schools Application Packet

I. Definitions [34 CFR, 76.787], (Authority: 20 U.S.C. 8065a)

Charter school LEA: A charter school that is treated as a local educational agency for purposes of the applicable covered program.

Covered program: An elementary or secondary education program administered by the Department of Education under which the Secretary of Education allocates funds to States on a formula basis, except that the term does not include a program or portion of a program under which an SEA awards subgrants on a discretionary, noncompetitive basis.

Significant expansion of enrollment: A substantial increase in the number of students attending a charter school due to a significant event that is unlikely to occur on a regular basis, such as the addition of one or more grades or educational programs in major curriculum areas. The Oklahoma State Department of Education (OSDE) defines a significant expansion of enrollment as a significant event causing an increase of 40% or more in the total population of the Local Education Agency (LEA) from the prior year October enrollment to the current year October enrollment.

Once a charter school LEA has opened or significantly expanded its enrollment, the charter school LEA must provide **actual enrollment** and eligibility data to the SEA at a time the SEA may reasonably require.

II. Charter School Criteria Requirements

The ESSA, Section 4310 defines a charter school as a public school that in accordance with a specific State statute authorizing the granting of charters to schools, is exempt from significant State or local rules that inhibit the flexible operation and management of public schools, but not from any rules relating to the other requirements of this paragraph.

1. Is the charter school created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction?
2. Does the charter school operate in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency?
3. Does the charter school provide a program of elementary or secondary education, or both?

4. Is the charter school nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution?

5. Does the charter school charge tuition?

6. Does the charter school comply with the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Part B of the Individuals with Disabilities Education Act? ***Please attach a copy of the charter school policy that indicates compliance with these requirements.***

7. Does the charter school, to which parents choose to send their children, admit students on the basis of a lottery, consistent with ESSA, section 4303(c)(A), if more students apply for admission than can be accommodated?

8. Does the charter school agree to comply with the same Federal and State audit requirements as do other elementary and secondary schools in the State, unless such State audit requirements are waived by the State?

9. Does the charter school meet all applicable Federal, State and Local health and safety requirements?

10. Does the charter school operate in accordance with State Law?

11. Does the charter school have a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school?

III. Charter School Eligibility Requirements to Receive Federal Programs Funds

1. A charter school that is opening for the first time or significantly expanding its enrollment must notify the Oklahoma State Department of Education (OSDE), Office of Accreditation in writing, at least **120 days** in advance, of the date the charter school is scheduled to open or expand. (EDGAR, 76.788(a), Authority: 20 U.S.C. 8065a)

Date Charter School notified the OSDE Accreditation Department

Please attach the written notification document.

2. Charter school **must** set up meeting with the Office of Federal Programs at OSDE for technical support.
3. A charter school **must** establish student enrollment eligibility to receive funds under the particular program and comply with all program requirements. A charter school must upload a Targeted Assistance Plan or a Schoolwide Plan in the Grants Management System (GMS). Please contact the Office of Federal Programs to receive technical assistance on how to complete and submit this plan.
4. A charter school that **has not yet opened or expanded must provide** OSDE with any data or information available to the charter school that the State may reasonably need to **estimate** the amount of funds the charter school will be eligible to receive when it actually opens or expands.
 - Provide estimated economically disadvantaged student count for free, reduced and total population, ages 5-17 (Appendix A)
 - See Appendix B for Income Eligibility Guidelines
5. Once a charter school actually **opens or expands, it must provide actual enrollment** and eligibility data to the State.
 - If using the free lunch program, provide the free lunch, reduced lunch, and 5-17 population in the Child Nutrition e-claims system.
 - If not using the free lunch program, provide actual enrollment on economically disadvantaged student count for free, reduced and total population, ages 5-17 (Appendix A)
 - See Appendix B for Income Eligibility Guidelines
6. Please provide: _____
Date Charter School is expected to open or expand

IV. Signatures

By signing below, the Charter School Representative is agreeing that all information provided is correct and transfer paperwork has been **completed** on all student counts provided to the Oklahoma State Department of Education.

The Charter School is responsible for providing copies of transfer paperwork, if necessary.

Charter School Representative Name

Charter School Representative Email Address

Charter School Representative Signature

Date

Sponsor Administrator Name

Sponsor Administrator Email Address

Sponsor Administrator Signature

Date

Charter School Responsibility for Individuals with Disabilities Education Act (IDEA) Part B

Agencies responsible for special education and related services must abide by Oklahoma State law, policies and procedures, and the federal regulations for the IDEA Part B. Agencies having these responsibilities are: local educational agencies (LEA), educational service agencies (ESA), **public charter schools** not otherwise included as LEAs or ESAs, other public agencies (e.g., State schools for students with deafness and blindness and State and local juvenile and adult correctional facilities), and accredited private schools and facilities as described in the applicable federal regulations and established by Oklahoma State laws (34 CFR § 300.12).

Each LEA (including a charter school) must make available, upon request, information needed by the State Education Agency (SEA) to meet the requirements of the IDEA. In addition, each LEA must, upon request, provide information to the public regarding the eligibility of the LEA for the IDEA Part B funds. The LEA must also cooperate in any efforts to aid in the transfer of records for migratory children. The LEA must assure that it will make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the agency under the IDEA Part B.

Expending Funds

Each local educational agency (LEA) receiving federal IDEA Part B funds must expend those funds in accordance with the federal regulations which appear in the *Special Education Funding Manual for IDEA Part B*. The *Special Education Funding Manual for IDEA Part B* is a technical assistance document for use by LEAs in implementing the funding requirements of the IDEA Part B. *Part II, IDEA Part B Assurance for Federal Special Education Funds*, each LEA receiving funds must assure that those funds are used only to pay the excess costs of providing special education and related services to children with disabilities. Each LEA must also assure that the funds are used to supplement, not supplant, State and local funds. All employees paid with federal funds must maintain time and effort reports. All IDEA Part B funds are available on a claims reimbursement basis.

What You Need to Know

1. A charter school that is opening for the first time or significantly expanding its enrollment must notify the OSDE in writing, at least **120 days** in advance of the date the charter school is scheduled to open or expand.
2. A charter school **must** meet with an OSDE IDEA Part B Finance Specialist for technical support. Contact OSDE Special Education Services (405-521-3351) to schedule an appointment.
3. A charter school **must** establish its eligibility to receive funds under the particular program and comply with all program requirements. Please see the OSDE Special Education Services website for the current Funding Manual and other important information.
4. A charter school that has not yet opened or expanded **must provide** the OSDE with any data or information available to the charter school that the State may reasonably need to **estimate** the amount of funds the charter school will be eligible to receive when it actually opens or expands.
 - Provide estimated student free and reduced lunch count, aged 3-21 **AND** identify the count of free/reduced lunch students from each sending county and district.
 - Provide student population count, ages 3-21 **AND** identify the count of students from each sending county and district.
 - Provide IDEA student population count, ages 3-21 **AND** identify each IDEA student from each sending county and district.

Appendix B
INCOME-ELIGIBILITY GUIDELINES FOR SCHOOL YEAR 2021
FOR FREE AND REDUCED-PRICE MEALS

This income scale is used by the following School Food Authority to determine eligibility for free meals.

School Food Authority

(The Free Scale Should Not Be Distributed to Families)

ELIGIBILITY SCALE FOR FREE MEALS
130 Percent of Poverty Level

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$16,588	\$1,383	\$692	\$638	\$319
2	\$22,412	\$1,868	\$934	\$862	\$431
3	\$28,236	\$2,353	\$1,177	\$1,086	\$543
4	\$34,060	\$2,839	\$1,420	\$1,310	\$655
5	\$39,844	\$3,324	\$1,662	\$1,534	\$767
6	\$45,708	\$3,809	\$1,905	\$1,758	\$879
7	\$51,532	\$4,295	\$2,148	\$1,982	\$991
8	\$57,356	\$4,780	\$2,390	\$2,206	\$1,103
For each additional family member add:	\$5,824	\$486	\$243	\$224	\$112

ELIGIBILITY SCALE FOR REDUCED-PRICE MEALS
185 Percent of Poverty Level

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$23,606	\$1,968	\$984	\$908	\$454
2	\$31,894	\$2,658	\$1,329	\$1,227	\$614
3	\$40,182	\$3,349	\$1,675	\$1,546	\$773
4	\$48,470	\$4,040	\$2,020	\$1,865	\$933
5	\$56,758	\$4,730	\$2,365	\$2,183	\$1,092
6	\$65,046	\$5,421	\$2,711	\$2,502	\$1,251
7	\$73,334	\$6,112	\$3,056	\$2,821	\$1,411
8	\$81,622	\$6,802	\$3,401	\$3,140	\$1,570
For each additional family member add:	\$8,288	\$666	\$346	\$319	\$160

OKLAHOMA STATE DEPARTMENT OF EDUCATION:

By signing below, the Charter School Representative **affirms** that all information provided is correct and transfer paperwork has been **completed** on all student counts provided to the Oklahoma State Department of Education.

The Charter School is responsible for providing copies of transfer paperwork if necessary.

Charter School Representative Name

Charter School Representative Email Address

Charter School Representative Signature

Date

Sponsor Administrator Name

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Sponsor Administrator Signature

Date