California Department of Education
Charter Schools Division
Revised 10/2024

Charter School Renewal Cover Sheet

Instructions: Authorizing local educational agencies (LEAs) should complete and submit this cover sheet upon its renewal of a charter school.

Section 1. Charter School Information

Complete this section as it pertains to the charter school.

1. Charter School Name:
2. Charter School Number:
3. County-District-School Code:
4. Administrator Name:
5. Administrator Email:
6. Administrator Phone:

Section 2. Authorizing Local Educational Agency Information

Complete this section as it pertains to the charter school's authorizing LEA.

1. LEA Name: 2. County:
3. Superintendent Name:
4. Superintendent Email:
5. Superintendent Phone:
6. Date LEA Approved Renewal:
7. Approved Charter Term: to

Section 3. Renewal Information

Select the option that best pertains to the renewal of the charter school:

◯ 1. The charter school was previously operating outside the geographical boundaries of the charter authorizer; charter school submitted a request for renewal of the charter petition to the school district in which the charter school is located in order to continue operating, pursuant to California *Education Code* (*EC*) sections 47605(a)(5)(A), 47607 and 47605.1.

Previous Authorizing LEA Name: County:

2. A resource center is currently operating outside of the boundaries of the authorizing LEA under a currently-approved charter school that is operating within the boundaries of the authorizing school district. The charter school under which the resource center is currently operating submitted a petition to physically locate and operate within the boundaries of the school district in which the resource center is currently located (i.e., transferring charter school), as defined by *EC* sections 47605.1(c)(5)(A) and 47612.7(b).

   Previous School District Name: [ ] County: [ ]

3. The charter school was renewed on appeal by the county office of education in which the charter school is located, as defined by *EC* Section 47605(j)(1).

   Denying School District Name: [ ]

4. The charter school was operating under the California State Board of Education (SBE) and was renewed by the governing board of the school district or county office of education in which the charter school is located, as defined by *EC* Section 47605.9(c).

5. The charter school was operating under the SBE and was renewed by the SBE, and a local school district or county office of education was assigned as the chartering authority, as defined by *EC* Section 47605.9(c).

6. The charter school was renewed by its previous authorizing LEA; the charter school did not experience a change in authorizing LEAs.

Section 4. Performance Level

Indicate the renewal criterion that pertains to the charter school.

The authorizing LEA has determined, based on the renewal criteria laid out under *EC* sections 47607 (c)(2), 47607(c)(7), 47607.2(a), or 47607.2(b) that the charter school falls under the following performance level:

High Performing: The charter school has Blue and/or Green on all state indicators for two years.

Middle Performing: The charter school meets neither High Performing level nor Low Performing level criteria.

Low Performing: The charter school has Red and/or Orange on all state indicators for two years.

Dashboard Alternative School Status (DASS) School: The charter school has its own renewal criteria, which has been agreed upon with its authorizing LEA.

Section 5. Certifications

By signing below, I hereby certify to the best of my knowledge and belief that that the information is correct and true. The authorizing LEA's governing board has reviewed and approved the charter renewal petition pursuant to relevant *EC* sections and *California Code of Regulations*, Title 5 sections in their entirety.

1. Authorizing LEA Superintendent Signature	2. Date

Submission Information

Submit completed renewal packages to the Charter Schools Division (CSD) via email at charters@cde.ca.gov prior to the expiration of the charter school's current term. If documents are too large to be sent via email, contact the CSD and alternate upload arrangements will be made.

All renewal packages must include the following:

1. **Charter School Renewal Cover Sheet** signed by the superintendent, or designee, of the authorizing LEA.

2. **Written Notice of Approval** (board minutes indicating approval of the renewal of the charter) by the governing board of the authorizing LEA. Please note, the minutes must include the beginning and ending dates of the charter term for which the charter school was approved.

3. **Updated Charter Petition** (including new legislation enacted after the charter was originally granted or last renewed) as approved by the authorizing LEA.

4. **Written Plan and Charter Board Minutes** (if the status of the charter is low performing, a copy of the written plan adopted by the governing body of the charter school as stated under *EC* Section 47607.2[a][3][A] and the charter board minutes showing the date the charter board adopted the plan).