

Your Straightforward 10-Step Plan to Start a Utah Charter School

(with the State Charter School Board as authorizer)

Step 1: Attend a MANDATORY New Charter School Orientation

Join us at one of the live sessions, offered November-May

Step 2: Submit a Proposal

All new Charter School proposals are due in June. Please see your timeline for exact date.

Step 3: Present Proposal to the Utah State Charter School Board

Typically, the 2nd Thursday of August

YOUR FULL BOARD SHOULD BE PRESENT

Step 4: Move forward based on official SCSB vote regarding your proposal

- If invited to apply, complete the Application Process
 - Only schools invited to apply through the proposal process should fill out the full application.
- If your school is not invited to apply, you may:
 - Continue to work with staff and try again the following year (return to step 1)
 - Seek another authorizer
 - Lend help/support to an existing charter school
 - Choose to no longer pursue starting a charter school

Step 5: Attend the MANDATORY Post Proposal Boot Camp

- *Typically occurs the mid to end of August*

Step 6: Attend Pre-Operational Workshops (in partnership with UAPCS and UCN)

Step 7: Present Full Application to the State Charter School Board

Typically occurs the second Thursday in January

YOUR FULL BOARD SHOULD BE PRESENT

Step 8: Meet with the SCSB Authorization and Support Specialist to create contractual goals and sign charter agreement

Step 9: Continue to attend Pre-Operational Workshops and Complete Readiness to Open Checklist.

Step 10: Hire Director, transition to supportive governing board leadership, enroll students, and enjoy your journey to becoming an *innovative, highly accountable, high performing* charter school. (SCSB Core Values)

For questions, or for more information, please contact Authorization and Support Specialist Marie Steffensen.

She can be reached at marie.steffensen@schools.utah.gov, or call her at 801-538-7990.