Santa Clara County Office of Education

Process for Considering a Charter Petition Received for Renewal

WHAT TO SUBMIT

The Santa Clara County Office of Education (SCCOE) receives and reviews petitions on behalf of the Santa Clara County Board of Education (County Board). The process to renew a charter is only considered if all the following items are received (Ed. Code 47605, 47605.6, 47607, 47607.2):

1. **Charter Petition****
   A complete copy of the charter petition which has been updated to conform with any new laws enacted since the charter was last approved or modified through an approved material revision.

2. **Signed Certification of Affirmations****
   A signed certification to the SCCBOE stating that petitioner(s) will comply with all applicable laws.

3. **Renewal Qualifications****
   Evidence that the charter school has met all the qualifications for renewal, including current verified data (i.e. academic assessment and post-secondary outcomes) and dashboard indicators for the most recent two years prior to end of charter term. If the most recent dashboard data is not available, charter school must provide the verified data which quantifies the local and state indicators on the dashboard.

4. **Notice of Changes****
   A description of changes to the petition and/or a red-lined version of the new revisions to the petition for revision.

5. **Financial Documents****
   Excel spreadsheet and LCFF calculator in electronic form showing calculations and formulas for budget and financial projections for the entire new charter term.

6. **Additional Documents** - Information in the additional documents will not be considered in the petition approval process.
   a. **Charter School Review Matrix**** – indicating the page number each item can be located within the petition (Required by SCCOE).
   b. **Signed Certification Page**** - indicating that the petitioner certifies the petition is complete, thereby starting the timeline for submission (Required by SCCOE).
   c. **Fiscal Health Risk Analysis**** - Fiscal Crisis and Management Assistance Team (FCMAT) document (Required by SCCOE).

**The above items constitute a "Complete Package;" receipt begins the timeline for County Board Action.

HOW TO SUBMIT COMPLETE PACKAGE

- In person (appointments recommended – for appointments call 408-453-3600)
- 1 Hard Copy (3-ring binder)
- 1 Electronic Copy (flash drive) of all documents including Excel spreadsheet and LCFF calculator for budget
- 1 Electronic Copy of the entire package/document ready for posting in pdf format

WHAT TO EXPECT

Timeline containing the following information:

- Date of receipt
- Public Hearing Date – Held within 60 calendar days of receipt of complete package
- Decision Hearing Date – Held within 90 calendar days of receipt of complete package, publication of staff findings will be 15 days before decision hearing.