

Charter School Renewals

1. **Get started early.** Although most charters are renewed by the original authorizer, if you have to appeal to the county office or the State Board of Education, the petitioning process can take many months. We recommend submitting to your authorizer in the fall before the year in which your charter expires.
2. **Read the renewal regulations.** The State Board of Education adopted charter renewal regulations, effective November 23, 2011, which provides clarity regarding timeframes and what needs to be included in a renewal petition, and importantly, what doesn't need to be included. We can provide you our annual compilation of charter laws and regulations, or download it from our website.
3. **Check your authorizer's policies on renewals.** Some authorizers have adopted policies on charter renewals. These policies may include submission deadlines, "required" provisions to be included in you petition, and other materials the agency wants in order for your petition to be considered. Some of these may conflict with the renewal regulations. Some of these provisions may conflict with the Charter Schools Act. You should consult counsel to decide to what extent you will follow the local policy.
4. **Update your charter to reflect legal changes.** Since your charter was approved up to five years earlier, laws and regulations have changed. The petition may need to be updated so it includes new material. Changes may be required in your corporate bylaws. Regulations may require additional detail. We have a list of the pertinent changes in laws and regulations you may want to request.
5. **Match your current practices.** Renewal is the time to update your petition to add key things you are actually doing. More importantly, make sure to delete the things you thought would work but didn't, in practice.

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6. **Resist the urge to include everything in the petition.** Now that you have adopted bylaws, policies, procedures, job descriptions, etc., there may be pressure to submit these as part of the petition, even if though this is not legally required. However, if you incorporate materials into the petition, you may be required to get the authorizer's approval for substantial modifications.

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