

**NACSA 2017 LEADERSHIP CONFERENCE**  
**SAMPLE APPLICATION PROCESS TIMELINES**  
(Core Elements Highlighted in Orange)

	Month	State Charter Schools Commission of Georgia	Mississippi Charter School Authorizer Board	Month	Massachusetts Department of Elementary and Secondary Education	
<b>Process Preparations</b>	September	Applicant Bootcamp		Year Round	Prospective Applicant Webinars	
				Year Round	Reviewer Recruitment and Retention	
	November	Application Released		April	Charter Cap Analysis	
	December	Applicant Webinar 1: Overview of Application & FluidReview				
		Applicant Webinar 2: Overview of Funding & Budget Template				
	January					Application Released
		Applicant Webinar	Application Released			
<b>Initial Stages</b> (Letters of Intent, Draft Feedback, Prospectus)	February	Draft Applications Due for Feedback		June	Letter of Intent Due	
				June	Applicant Training and Technical Assistance	
	July	Prospectus Due				
	August	Prospectus Evaluation				
		Proven Provider Due Diligence				
		Proven Provider Interview				
	March	Early Feedback Distributed		Letter of Intent Due	September	Prospectus Evaluation Summaries Created
		Mock Capacity Interviews		Applicant Eligibility Determined		Invitation to Submit Final Application
Eligible Applicant Webinar			Prospectus Evaluations Shared with Applicants			
<b>Applications Due</b>	April	Applications Due		November	Final Applications Due	
	May					Applications Due

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	Month	State Charter Schools Commission of Georgia	Mississippi Charter School Authorizer Board	Month	Massachusetts Department of Elementary and Secondary Education	
<b>Application Reviews</b> (Due Diligence, Interviews, Recommendations)	April	Legal Compliance Review		November	Final Application Review	
	May		Application Completeness Findings		December	Public Hearings
		Due Diligence Completed	Application Completeness Remedy Window			
	June	Applicant Interviews	Application Completeness Findings Released	Minimum Threshold Review Evaluation	January	Final Application Review Panels
			Minimum Threshold Review Results Released			
	July	Staff Develop Recommendations	Due Diligence Conducted for Existing Operators	Independent Evaluation Team Complete Proposal Review	February	Commissioner of Education Recommendations
		Staff Releases Recommendations	Independent Evaluation Team Shares Recommendations			
		Commission Votes on Staff Recommendations	Operator Response to Independent Evaluation Team Due			
	August	Staff Releases Recommendations	Applicant Interviews	Public Hearings	February	Board of Elementary and Secondary Education Votes Based on Recommendations
			Public Hearings			
			Independent Evaluation Team Shares Recommendations			
			Operator Response to Independent Evaluation Team Due			
<b>Application Decisions</b>	August	Commission Votes on Staff Recommendations		February	Board of Elementary and Secondary Education Votes Based on Recommendations	
	September		Authorizer Board Approves or Denies Proposals Based on All Collected Evidence			