



APPLICATION FOR AN ADDITIONAL SITE

This is designed to serve as an application for charter schools currently authorized by Grand Valley State University (GVSU) that wish to operate at more than one (1) site pursuant to the Revised School Code.

The GVSU Charter Schools Office (CSO) retains the right to approve some or none of the applications submitted. In addition, the GVSU CSO retains the right to: (i) alter these documents at any time, (ii) require the submission of additional materials, (iii) return incomplete applications, and/or (iv) make applications available to others in compliance with the Freedom of Information Act.

Application Process

1. Complete the attached application form by including a response to each category and item on the form. All application responses must be typewritten.
2. Email your completed application to the Deputy Director for School Accountability, Gretchen LaHaie, at lahaiegr@gvsu.edu. You will receive a confirmation email once your application is received.
3. No application fee is required at this time.
4. Applications are accepted on a rolling basis and reviewed quarterly. You will be notified of your application status within ninety (90) days of receipt.



APPLICATION FOR ADDITIONAL SITE

Name of currently operating academy: _____

Person/Entity applying for additional site: _____

Primary Contact Person/Role: _____

Address: _____

City/State/Zip: _____

Daytime Phone: (____) ____ - ____ Evening/Mobile: (____) ____ - ____

Email Address: _____

Name of proposed new school/site: _____

Proposed School Location/Address: _____

Proposed opening date: _____

Local School District in which school will be located: _____

Intermediate School District in which school will be located: _____

Proposed Grades: _____ Proposed Enrollment: _____

Brief Description of new school/site (for media distribution- 3 lines or less):

I hereby certify the information in the application is complete and accurate to the best of my knowledge and acknowledge my obligation to inform the GVSU CSO of any material changes.

Signature: _____

Date: _____



APPLICATION FOR ADDITIONAL SITE Assurances

By checking the boxes and signing below, the Applicant indicates his/her understanding and intent to comply with the following pertinent statutory and regulatory requirements. Additional information about the Applicant's strategies and methods for compliance will be explored in greater detail during the Phase Two interview/application process.

- The Applicant acknowledges and certifies that the proposed charter school shall comply with all state and federal laws applicable to charter schools.
- The Applicant acknowledges and certifies that it will comply with all Revised School Code requirements related to admissions and enrollment, specifically:
 - The proposed charter school is prohibited from charging tuition
 - The proposed charter school cannot discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a disabled person, or any other basis that would be illegal if used by a school district.
 - The proposed charter school can limit admissions to pupils within a particular range or age or grade level currently permitted by state law.
 - The pupils must be residents of the State of Michigan.
 - Admissions must be open to pupils on a statewide basis.
 - The proposed charter school will utilize a lottery or other impartial selection process to admit students when demand exceeds capacity.
- The proposed charter school is incorporated/will incorporate as a public nonprofit corporation pursuant to the laws of the State of Michigan.
- To the extent applicable, the proposed charter school will use the MSTEP test or successor state test developed under Section 1279 for a state-endorsed high school diploma. To the extent applicable, the progress of the pupils in the charter school shall be assessed using MSTEP, as applicable, MCL 380.502(3)(e)(ii).
- The proposed charter school will obtain and submit the necessary Certificate of Use and Occupancy permits issued by the Bureau of Construction Codes to the Authorizer, as well as applicable health and safety approvals as required by the Revised School Code and other applicable law.

In accordance with the Revised School Code, 1976 PA 451, I/we hereby certify and agree that _____, a public school academy authorized pursuant to the Revised School Code, will comply with the above-checked provisions, as well as all other provisions of the Revised School Code, all other state law applicable to public bodies, and with all federal law applicable to public bodies or school districts.



Signature of Applicant

**APPLICATION FOR ADDITIONAL SITE
Application Questionnaire**

Please respond to the questions below in concise narrative form, adhering to the page limitations specified. Narrative responses must be typewritten, single-spaced, in 12-point font, and **should not exceed two pages in length per section, unless otherwise specified.**

Assessment of Community Need (should not exceed 2 pages in length)

- 1. Describe the characteristics, population, and unmet educational needs of the community where the proposed charter school will be located, paying particular attention to the impetus for and level of interest in the school. Where possible, detail any objective market research, surveys, or other measures of local demand for the proposed educational program.**
- 2. List and describe the existing schools in the area (public, private, and parochial) serving the community, and detail the characteristics that will set the proposed charter school apart and attract students.**

Educational Program (should not exceed 5 pages in length)

- 3. Provide a general description of the curricula to be used.**
- 4. Provide an overview of the instructional design and program to be emphasized by the charter school, with particular emphasis on how this approach will enhance student achievement. Be sure to detail the research foundations for the educational approach(es) to be utilized, and describe why these approach(es) are most effective for the student populations to be served.**
- 5. Describe the other services to be provided by the school (e.g. Head Start, latchkey, extra-curricular activities, tutoring, computer training) and explain how these services will relate to and/or improve program quality.**



- 6. Describe the ways in which the proposed charter school will ensure high-quality services to students with special needs.**

Financial Information (should not exceed 2 pages in length)

- 7. Detail all anticipated pre-operational costs, and describe how these costs will be covered.**
- 8. Indicate the total amount and source of funds, property, or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Indicate which are already secured and which are anticipated (include evidence of firm commitments, if possible). Detail plans for meeting financial needs if the anticipated revenues are not received or are lower than the estimated budget.**
- 9. List the proposed charter school's projected operational budget for Year 1 of operation.**

Miscellaneous (should not exceed 2 pages in length)

- 10. Provide evidence showing your current academy is making progress towards meeting its educational goals.**
- 11. Present any other information you believe to be relevant or compelling in support of your application.**