



SUBMITTING A CHARTER SCHOOL RENEWAL TO SDCOE

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BACKGROUND

As an authorizing agency, the San Diego County Office of Education (SDCOE) is responsible for overseeing the charter schools it authorizes and for making determinations regarding charter renewal. The standards and criteria for renewal are outlined in Education Code sections 47605, 47607 and 47607.2.

Charter schools are placed into one of three performance categories—high performing, middle performing, or low performing—based on their performance on the California School Dashboard and other academic indicators. CDE annually publishes the [Charter School Performance Category Data File](#), which includes all charter schools not designated as Dashboard Alternative School Status (DASS) and assigns each a corresponding performance category. Each category includes specific criteria and corresponding board actions that will be outlined in this document.

This document outlines the procedural steps, documentation requirements, and relevant timelines necessary to ensure that renewal petitions are submitted in accordance with applicable legal and administrative guidelines.

SDCOE CHARTER SCHOOL SERVICES CONTACTS

Coordinators assigned to each of the SDCOE authorized schools will serve as the primary contact throughout the charter school renewal process. Charter schools seeking to submit a renewal petition to SDCOE should direct all inquiries and communications to these contacts.

Charter School Services (CSS) strongly encourages early communication from charter schools or petitioners considering a renewal submission. Timely notification helps ensure compliance with statutory deadlines and allows CSS to better anticipate and support the required timelines and procedural steps.

Melanie Baier Coordinator SDCOE Charter School Services charterschools@sdcoe.net Assigned Schools: • Community Montessori • Dimensions Collaborative • Howard Garnder • Iftin • JCS - Manzanita	Hayley Beaupre Coordinator SDCOE Charter School Services charterschools@sdcoe.net Assigned Schools: • HTH Chula Vista (3 campuses) • HTH Mesa (3 campuses) • HTH North County (3 campuses)
Anna Buxbaum Coordinator SDCOE Charter School Services charterschools@sdcoe.net Assigned Schools: • Altus Schools South Bay • Audeo II • Literacy First • Pacific Springs • Scholarship Prep-Oceanside	Jennifer Fernandez Coordinator SDCOE Charter School Services charterschools@sdcoe.net Assigned Schools: • Classical Academy Vista • Dual Language Immersion North County

RENEWAL TIMELINE

The timeline for renewal petitions are governed by the same timeline in Education Code 47605.

Petition Submission 0 Days	Petitioner submits renewal petition
Public Hearing #1 60 Days	EC 47605(b) "...shall consider the level of support for the petition by teachers employed by the school district, other employees of the school district, and parents."
Capacity Interview	- Capacity Interview scheduled <i>Depending on the petition's review and resulting questions, a board member may be requested to attend.</i>
Staff Report 15 Days Prior to Action	- SDCOE staff report published, including findings and certification of the county superintendent if applicable (EC 47605(b)). <i>Posted on SDCOE Charter School Services webpage (www.sdoce.net/charter)</i>
Public Hearing #2 90 Days	EC 47605(b) "...petitioners shall have equivalent time and procedures to present evidence and testimony to respond to the staff recommendations and findings."
Action 90 Days	SDCOE Board of Education will take action on the petition.
Extension of 30 Days 120 Days	<i>OPTIONAL/ALTERNATIVE</i> - Extension of 30 days, if mutually agreed upon by petitioner and SDCOE (EC 47605(b)).

SDCOE SUBMISSION REQUIREMENTS

All documents submitted to SDCOE will be electronic through an upload to a SharePoint Folder. A charter school may request a SharePoint folder link from Kristin Armatis or Tara Molina to upload all required documentation and materials. Please note that if the submission is not complete, or there are multiple submission dates, the latest date and timestamp of submission(s) will be used as the submission date.

Document Formats

Please ensure your documents are received in the following format:

1. Petition: PDF

2. Listing of substantive changes to the petition, or a redline version of the petition: PDF
3. Financial Documents: Excel
4. Academic Performance: PDF reports AND raw data files (Excel or CSV)
5. SDCOE Renewal Form: PDF
6. SDCOE Renewal Review Matrix: Word
7. Petition Completeness Certification: PDF with digital signature
8. Electronic signatures are permitted

Documents to Submit

Renewal petitions require the following items to be submitted to CSS:

1. SDCOE Charter Renewal Form [\[link\]](#)
2. Charter Petition (clean version *and* list of substantive changes, or redline version)
 - a. Financial information
 - b. Independent Study (if applicable)
3. Verifiable Data (for petitions submitted prior to the 2026 CA Dashboard release)
4. Charter Board Approved Performance Improvement Plan (low performing only)
5. DASS Alternative Metrics (Dashboard Alternative School Status only)
6. The Charter Petition Review Matrix [47605 [link](#) / 47605.6 [link](#)]
 - a. Ensure the Completeness Certification is signed
 - b. Indicate the page numbers where each of the criterion can be located in the petition
7. Any additional required supplementary materials and documents as requested by SDCOE
 - a. Organizational Chart
 - b. Articles of Incorporation
 - c. Board Bylaws
 - d. Related Parties or Entities

Other Information, Materials and Documents Used During Renewal

In addition to statutorily required elements within the charter petition, the SDCOE Charter Review Team will also consider other documentation during renewal, including but not limited to the following:

1. Annual Site Visit Analysis
2. California Dashboard Indicators
 - a. Student Performance Indicators
 - b. Local Indicators

- c. Growth Model Data
- 3. Student Academic Achievement
 - a. CAASPP
 - b. California Dashboard
 - c. Verifiable data provided by the charter school
 - d. Other student academic information as requested
- 4. Enrollment Information
 - a. CDE enrollment data (EC 47607(d))
 - b. CALPADS
 - c. Quarterly Adds and Drops
 - d. Any other enrollment information as requested
- 5. Financial Reporting
 - a. Annually required financial documents
 - b. Audit Reports
 - c. Any other financial information as requested
- 6. Governance Compliance
 - a. Conflict of Interest
 - b. Brown Act Compliance
 - c. Any other governance information as requested
- 7. Special Education Compliance
 - a. Special Education Local Plan Area (SELPA) letter of good standing
 - b. CDE Correspondence regarding Special Education
 - c. Any violations, corrections or concerns regarding Special Education students, services, or programs.
 - d. Any other information related to the services, program and operation of Special Education at the charter school.
- 8. Authorizer Notices of Concern, Violations, Notices to Cure
- 9. Any other correspondence, documentation and materials pertaining to the charter school.

LEGAL CRITERIA AND BOARD ACTION FOR CHARTER RENEWAL

A charter school's renewal petition submission is governed by California Education Code (EC) §§ 47607 and 47607.2. The required elements of a renewal petition are largely the same as those for an establishment charter petition under EC § 47605, with one key exception: renewal

petitions are not required to include the signature requirements outlined in EC § 47605(a)(1)–(3). In addition to the standard petition elements, a renewal petition must:

- Provide a reasonably comprehensive description of any new legal requirements enacted since the charter was originally granted or last renewed, and
- Demonstrate measurable increases in pupil academic achievement for all student groups served by the school.
- If a charter school operates a facility outside the geographic boundaries of its authorizing district and wishes to continue operating that site, the school must, **prior** to submitting the renewal petition, do one of the following:
 - Obtain written approval from the school district where the out-of-district facility is located, **or**
 - Submit the renewal petition pursuant to EC § 47607 to the school district in which the facility is located.

If a local school district denies a charter school's renewal petition, the school may file an appeal with the county board of education. The county board must review the appeal in accordance with EC §§ 47607, 47607.2, and 47605.

Renewal criteria outlined in Education Code sections 47607 and 47607.2 state that a charter school will be placed in one of three renewal performance tiers based on their performance on the California School Dashboard. The performance tier will determine board action and the term of the renewal. CDE will annually publish a listing of all non-DASS charter schools and their performance tier.

High Performing

Determination Criterion

A charter school is considered high performing if, for the two consecutive years immediately preceding renewal, it meets either of the following criteria:

- a. Received green or blue on all state indicators on the Dashboard;
OR
- b. For all academic performance measures:
 - Achieved schoolwide performance levels that are equal to or higher than the state average, **AND**
 - For a majority of student subgroups performing below the state average, received performance levels that are higher than the state average.

Renewal Term

Statute states that a high performing charter *shall* be renewed for a term of five, six or seven years. Whether to grant five, six or seven years is a local decision.

Renewal Evaluation

A high performing charter school is only required to update their charter petition to include a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed and as necessary to reflect the current program offered by the charter school.

Board Action

A high performing charter school is a presumptive renewal and may only be denied for one or more of the following reasons.

1. The charter school is demonstrably unlikely to implement the program due to substantial fiscal or governance concerns.
2. The charter school is not serving all pupils who wish to attend, as documented by data provided by CDE

Use of either of these two denial reasons requires the authorizing agency to provide a 30-days notice to the charter school and a reasonable opportunity to correct the violation.

If the board denies a high performing charter school for one of the two reasons above there must be the following written factual findings:

1. The corrective action proposed by the charter school has been unsuccessful, **or**
2. The violations are sufficiently severe and pervasive as to render a corrective action plan unviable.

The San Diego County Board of Education has three action options for a renewal of a high performance category charter petition:

1. Grant the petition with a charter term in accordance with Education Code applicable to the charter school's performance category.
2. Grant the petition with a charter term in accordance with Education Code applicable to the charter school's performance category; provided that the charter school enters into an memorandum of understanding (MOU) with SDCOE, prior to July 1, to address, reconcile and resolve the findings presented in the staff report.
3. Deny the petition and adopt written findings of fact.

A charter school may appeal the decision of the county board of education to the State Board of Education

Middle Performing

Determination Criteria

A charter school is considered middle performing if it is not placed in either a high or low performing performance tier.

Renewal Term

A middle performing charter school may be granted for a period of 5 years.

Renewal Evaluation

A chartering authority shall consider the schoolwide performance and performance of all subgroups on the California School Dashboard indicators. Chartering authorities shall provide greater weight to performance on measurements of academic performance in determining whether to grant a charter renewal.

Renewal petitions are governed by the standards and criteria in EC 47605. These standards and criteria require a charter petition include the following:

1. The charter school presents a sound educational program for the pupils to be enrolled in the charter school
2. The petitioners are demonstrably likely to successfully implement the program
3. The petition contains the required affirmations
4. The petition contains a reasonably comprehensive description of the required elements
5. The petition contains a declaration of whether or not the charter school will be the exclusive employer

Additionally, EC 47607 requires charter petitions submitted for renewal to include:

1. Provide a reasonably comprehensive description of any new legal requirements enacted since the charter was originally granted or last renewed, and
2. Demonstrate measurable increases in pupil academic achievement for all student groups served by the school.
3. If a charter school operates a facility outside the geographic boundaries of its authorizing district and wishes to continue operating that site, the school must, prior to submitting the renewal petition, do one of the following:
 - a. Obtain written approval from the school district where the out-of-district facility is located, or
 - b. Submit the renewal petition pursuant to EC § 47607 to the school district in which the facility is located.

Board Action

The county board of education may deny the renewal of a charter petition by making written, factual findings that:

1. The charter school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to the pupils of the school, AND
2. The closure of the charter school is in the best interest of students, AND
3. If applicable, the decision provided greater weight to performance on measurements of academic performance.

Additionally, an authorizing agency may also deny the charter petition by making written factual findings that the charter school is:

1. Demonstrably unlikely to successfully implement the program due to substantial fiscal or governance concerns.
2. Not serving all pupils who wish to attend.

Use of either of these denial reasons requires the charter school is provided with a 30-day notice of the violation and a reasonable opportunity to cure the violation. Written findings must be either of the following:

- The corrective action proposed by the charter school has been unsuccessful, **or**
- The violations are sufficiently severe and pervasive as to render a corrective action plan unviable.

The San Diego County Board of Education has three action options for an appeal of a non-renewal of a middle performance category charter petition:

1. Grant the petition with a charter term in accordance with Education Code applicable to the charter school's performance category.
2. Grant the petition with a charter term in accordance with Education Code applicable to the charter school's performance category; provided that the Charter School enters into an MOU with SDCOE, prior to July 1, to address, reconcile, and resolve the findings presented in the staff report.
3. Deny the petition and adopt written findings of fact.

A charter school may appeal the denial decision of the county board of education to the State Board of Education

Low Performing

Determination Criteria

A charter school is considered low performing if, for the two consecutive years immediately preceding renewal, it meets either of the following criteria:

- a. Received a red or orange rating schoolwide on all state indicators on the California School Dashboard;
- OR**
- b. For all academic performance measures:
 - Achieved schoolwide performance levels that are equal to or lower than the state average, **AND**
 - For a majority of student subgroups performing below the state average, received performance levels that are lower than the state average.

Renewal Term

A low performance category charter school is a presumptive denial (EC 47607.2(a)(1)); however, a low performing charter school may be approved for a two-year term if there are specific findings made (EC 47607.2(a)(3)) (see "Renewal Evaluation" section).

Renewal Evaluation

A chartering authority shall consider the schoolwide performance and performance of all subgroups on the California School Dashboard indicators. Chartering authorities shall provide greater weight to performance on measurements of academic performance in determining whether to grant a charter renewal.

Renewal petitions are governed by the standards and criteria in EC 47605. These standards and criteria require a charter petition include the following:

1. The charter school presents a sound educational program for the pupils to be enrolled in the charter school
2. The petitioners are demonstrably likely to successfully implement the program
3. The petition contains the required affirmations

4. The petition contains a reasonably comprehensive description of the required elements
5. The petition contains a declaration of whether or not the charter school will be the exclusive employer

Additionally, EC 47607 requires charter petitions submitted for renewal to include:

1. Provide a reasonably comprehensive description of any new legal requirements enacted since the charter was originally granted or last renewed, and
2. Demonstrate measurable increases in pupil academic achievement for all student groups served by the school.
3. If a charter school operates a facility outside the geographic boundaries of its authorizing district and wishes to continue operating that site, the school must, prior to submitting the renewal petition, do one of the following:
 - a. Obtain written approval from the school district where the out-of-district facility is located, or
 - b. Submit the renewal petition pursuant to EC § 47607 to the school district in which the facility is located.

In the case of a low performing charter school, in order to grant a renewal for a two-year term, the governing board must make written factual findings to support the finding that:

1. The charter school is taking meaningful steps to address the underlying cause or causes of low performance, **and** those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school.

Board Action

The San Diego County Board of Education has three action options for an appeal of a non-renewal of a low performance category charter petition:

1. The Board finds:
 - a. The charter school has taken, or is taking, meaningful steps to address the underlying cause(s) of the lower performance and the steps are, or will be reflected in a written plan adopted by the governing board,

And therefore, grants the petition in accordance with Education Code Section 47607.2 for a two-year term.

2. The Board finds:
 - a. The charter school has taken, or is taking, meaningful steps to address the underlying cause(s) of the lower performance and the steps are, or will be reflected in a written plan adopted by the governing board,

And therefore, grants the petition in accordance with Education Code Section 47607.2 for a two-year term provided the charter school enters into an MOU with SDCOE, prior to July 1, to address, reconcile, and resolve the findings presented in the staff report.

3. Deny the petition in accordance with Education Code Section 47607.2(a), and adopt the findings presented in the staff report.

A charter school may appeal the denial decision of the county board of education to the State Board of Education

AFTER ACTION

After action is taken by the County Board of Education, one of the following processes will be initiated.

Granting the Petition

If the County Board of Education grants the petition to renew a charter school, the SDCOE CSS team will promptly initiate contact with the petitioners to begin the onboarding process. This process includes, but is not limited to:

- Assigning SDCOE staff to support the school
- Notifying California Department of Education (CDE) of the renewal
- Executing a Memorandum of Understanding (MOU)
- Outlining expectations and requirements for ongoing charter oversight

Below are the primary points of contact as the onboarding process begins:

Kristin Armatis

Executive Director
SDCOE Charter School Services
858-295-6665
charterschools@sdcoe.net

Tara Molina

Administrative Assistant III
SDCOE Charter School Services
858-295-6670
charterschools@sdcoe.net

Denying the Petition

If the county board of education denies the petition to renew a charter school, the SDCOE CSS team will promptly initiate the following process:

- Assigning SDCOE staff to support the school through closure
- Notifying California Department of Education (CDE) of the non-renewal
- Initiating closure procedures as identified in the charter petition, MOU and legal statutes.

Petitioners may choose to appeal the decision to the State Board of Education (SBE). If specific documentation from SDCOE is required for your appeal, please contact:

Kristin Armatis

Executive Director
SDCOE Charter School Services
858-295-6665
charters@sdcoe.net

Tara Molina

Administrative Assistant III
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