



CHARTER RENEWAL PETITION SUBMISSION AND INTAKE FORM

Petitioner certification and OCDE receipt verification

Purpose. Use this form to certify the renewal submission and document OCDE intake. OCDE verification confirms receipt of listed materials; it is not a merits determination.

SCHOOL AND SUBMISSION INFORMATION

Charter school		Charter number	
Nonprofit corporation		CDS code	
Current charter term	From: To:	Proposed term	From: To:
Grade span		Current enrollment	
Instructional model	Classroom-based Nonclassroom-based	DASS status	☐ No ☐ Yes
Facility district(s)		Submission date	

CONTACT INFORMATION

Primary contact		Title	
Email		Phone	
Mailing address		City state ZIP	
Copy contact		Email and phone	

RENEWAL PROFILE

Submission item	Petitioner	Notes
Applicable statute. Section 47605 Section 47605.6		
Performance path. ☐ High ☐ Middle ☐ Low ☐ DASS	☐	
Authorization history. Countywide District Appeal State		
Material revision. ☐ No ☐ Yes; identify on page 2.	☐	

PETITIONER CERTIFICATION

I am authorized to submit this renewal petition. I certify that the charter school considers the petition complete, the information submitted is true and accurate to the best of my knowledge, and the petition reflects the current program or clearly identifies proposed changes.

Printed name		Title	
Signature		Date	

REQUIRED SUBMISSION MATERIALS

Petitioner checks each item submitted.

Submission item	Petitioner	Notes
Signed intake form. Completed petitioner certification.		
Clean renewal petition. Complete searchable electronic copy.	☐	
Redlined renewal petition. Complete searchable copy showing changes from the approved charter.		
Paper copies. Number and format required by current OCDE submission instructions.	☐	
Statutory element crosswalk. Applicable section 47605 or 47605.6 elements, petition pages, and revisions.		
Legal update crosswalk. New charter-school requirements enacted since the last grant or renewal, with petition pages.	☐	
Significant-change summary. Program, instruction, outcomes, operations, governance, and other nonlegal changes. *See page 4		
Governing body action. Resolution or approved minutes authorizing renewal submission at an open meeting.	☐	
School site schedule. Each approved and proposed site, address, district, grade span, and program.		
Exhibit index. All exhibits labeled and matched to petition or crosswalk references.	☐	
Operating budget. Current year, editable Excel.		
Financial package. At least three years of projections, monthly cash flow, and detailed assumptions in editable Excel.	☐	
Organization records. Current board roster and organization chart; updated articles, bylaws, or governance records if changed.		

MATERIAL REVISIONS

Example: Any expansion to additional sites or grade levels must be identified as a material revision submitted concurrently with renewal.

Proposed revision	Reason and supporting document	Petition pages	School Board Approval date

PERFORMANCE PATH REQUIREMENTS

Complete only the applicable subsection.

HIGH PERFORMING EDUCATION CODE SECTION 47607 C 2 F

Required evidence	Petitioner	Notes
Category documentation. Performance information for the two years relevant to the renewal determination.		
Updated petition. New legal requirements and revisions needed to reflect the school's current program and practices.	☐	

MIDDLE PERFORMING EDUCATION CODE SECTION 47607 2 B

Required evidence	Petitioner	Notes
Dashboard evidence. Schoolwide and numerically significant subgroup results on applicable state and local indicators.		
Verified-data source. SBE-approved assessment or externally produced postsecondary source and applicable years or cohorts.	☐	
Results and calculations. Underlying tables, methodology, comparisons, and growth calculations.		
Clear and convincing evidence. Narrative showing measurable academic increases or strong postsecondary outcomes.	☐	

LOW PERFORMING EDUCATION CODE SECTION 47607 2 A

Required evidence	Petitioner	Notes
Category documentation. Evidence supporting the low-performing renewal path.		
Adopted written plan. Underlying causes, meaningful steps, milestones, responsible parties, timelines, resources, and progress measures.	☐	
Plan adoption record. Agenda, resolution or approved minutes, and adoption date.		
Verified data and calculations. Approved source, applicable years or cohorts, underlying tables, methodology, comparisons, and growth calculations.	☐	
Clear and convincing evidence. Narrative showing measurable academic increases or strong postsecondary outcomes.		

DASS OR ALTERNATIVE METRICS EDUCATION CODE SECTION 47607 C 7

Required evidence	Petitioner	Notes
Eligibility documentation. Evidence of eligibility for alternative methods of calculating state and local indicators.		
Alternative metrics record. Metrics discussed with OCDE.	☐	
Performance evidence. Results, underlying data, and calculations for every applicable alternative metric.		
Renewal narrative. Explanation of how performance under the alternative metrics and other indicators supports renewal.	☐	

SUMMARY OF SIGNIFICANT NON-LEGAL CHANGES

OCDE RECEIPT AND INTAKE REVIEW OCDE USE ONLY

Date and time delivered		Method	☐ In person ☐ Electronic ☐ Other
Signed certification	☐ Received ☐ Not received	Statutory receipt date	
Intake review completed		Reviewed by	
Intake status	☐ Verified ☐ Follow-up needed	Follow-up sent	
Performance path		Data years confirmed	

FOLLOW UP OR DEFICIENCY RECORD OCDE USE ONLY

Item or issue	Date requested	Date received	OCDE verification

STATUTORY TIMELINE OCDE USE ONLY

Statutory receipt date		60-day hearing deadline	
Public hearing date		90-day action deadline	
Extension agreed	☐ No ☐ Yes	Extension length	_____ days; maximum 30
Written agreement date		Revised action deadline	
Staff report publication		Board action date	

Legal references. California Education Code sections 47605, 47605.6, 47607, and 47607.2, as applicable. Review requirements before each use because governing law may change.