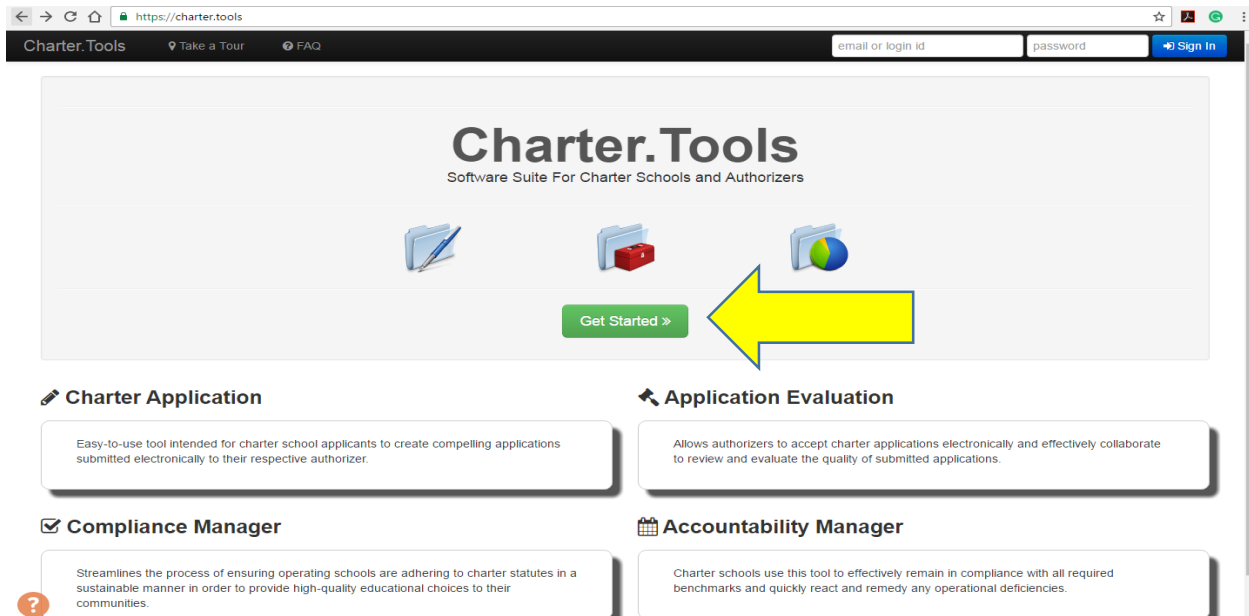
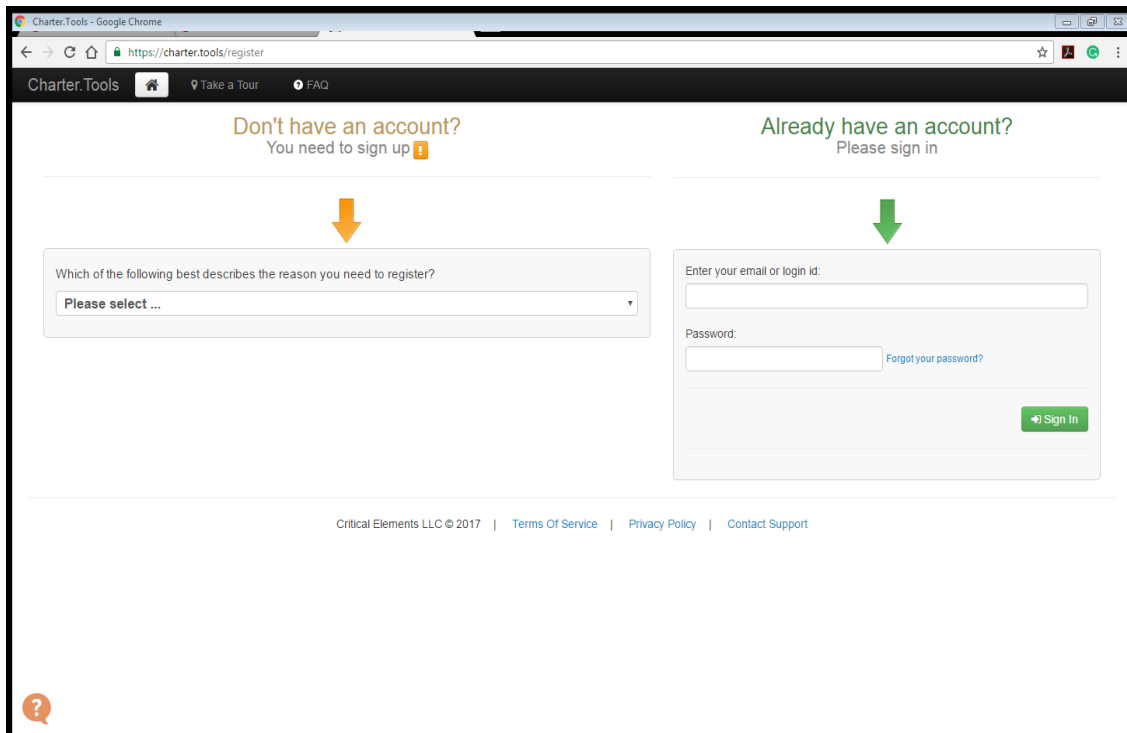


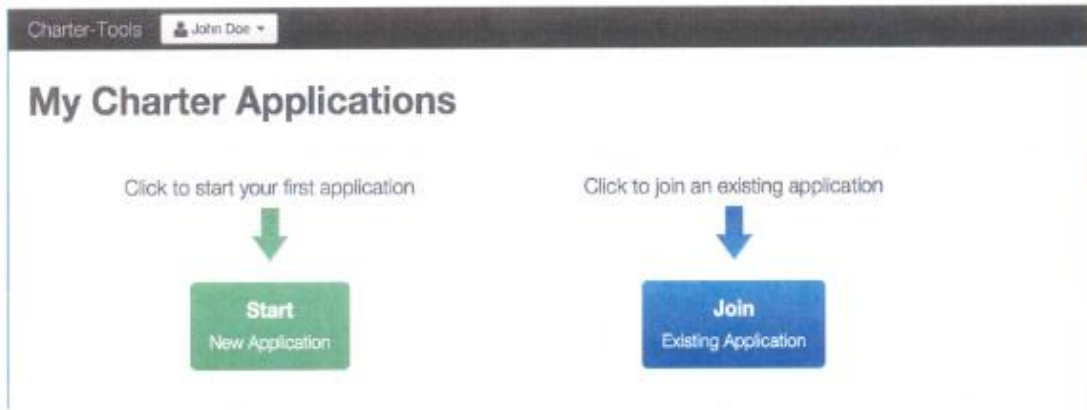
Charter Tools Login & Application Upload Directions



1. Go to <https://charter.tools>
2. Click on the green “Get Started” button in the middle of the screen.

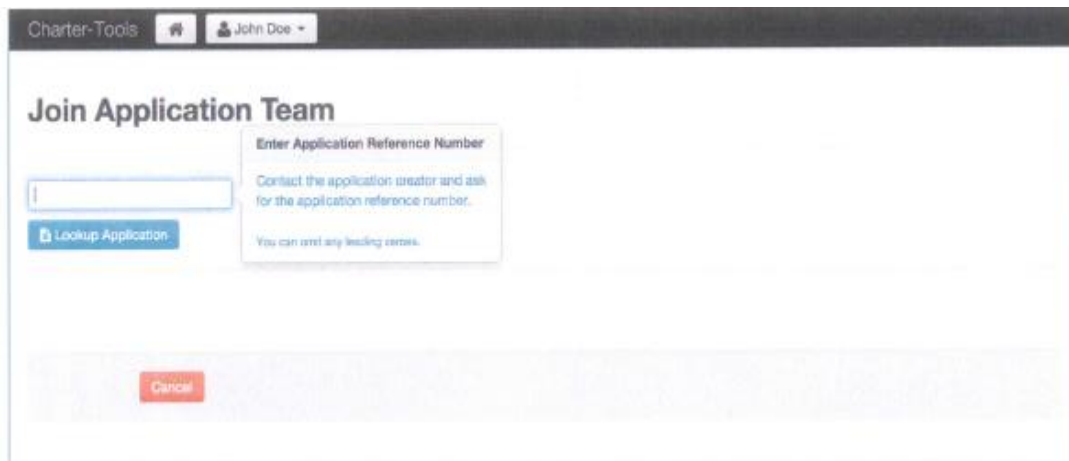


3. Sign up and activate your account (valid address required) or sign-in if you already have an account.



If you are a member of a team that works together on a single charter application then you need to join an existing application.

4. If you are a member of a team that works together on a single charter application then you need to join an existing application. In order to join an existing application, you must obtain from the person who created this application its reference number. Enter this number in the input field and click the “Look up Application” button.



5. If you entered a valid reference number the system will display basic information about the charter application you looked up. This information should be sufficient to confirm that this is indeed the charter application you would like to join. Finally, click the “Request to Join” button to submit your request.

Charter-Tools | John Doe

My Charter Applications

[Start New Application](#) [Join Existing Application](#)

Application	School Name	Authorizer	Status	Actions
Ref. #: 000123 Standard Model Charter School Application Created: 4/12/15 5:05 PM Updated: 4/12/15 7:16 PM	My New Charter School	Charter School Office - Any School District Florida	Join Request Pending The person who created this application must approve your request to join their team.	Cancel Request to Join

NOTICE: When the creator of the application approves your request to join the application team they also indicate what access privilege levels to grant you. There are two possible access privilege levels for approved application team members:

- **LIMITED** – Edit application content, upload files and add notes
- **FULL** – Same privileges as creator except for team member management

Charter-Tools | Home | John Doe

School Information

School Name* School Type* Elementary

Grade Levels PK K 1 2 3 4 5 6 7 8 9 10 11 12

School District

Neighborhood / Community

Phone Fax

Website Address

Address

Street

Street (line 2)

City Postal Code

State / Province

[Save and Continue](#)

Primary Contact Person

Change Primary Contact

Salutation Mr.

Name *

John

Middle

Doe

Email *

john.doe@charter-tools.com

Mobile

111-555-1234

Phone

222-555-5678

Current Employer

Address

Street 1234 Education Ave.

Street (line 2)

City

Any City

Postal Code

99999

State / Province

Select...

Save and Continue >

School Operation

Open Date *

|

Sponsoring Entity *

Non-profit Organization

Organization Type *

Non-profit Corporation

Out Of State

Educational Service Provider *

None

Calendar Type *

Standard

Partner / Parent Organization Name

Education Service Provider Name (if using)

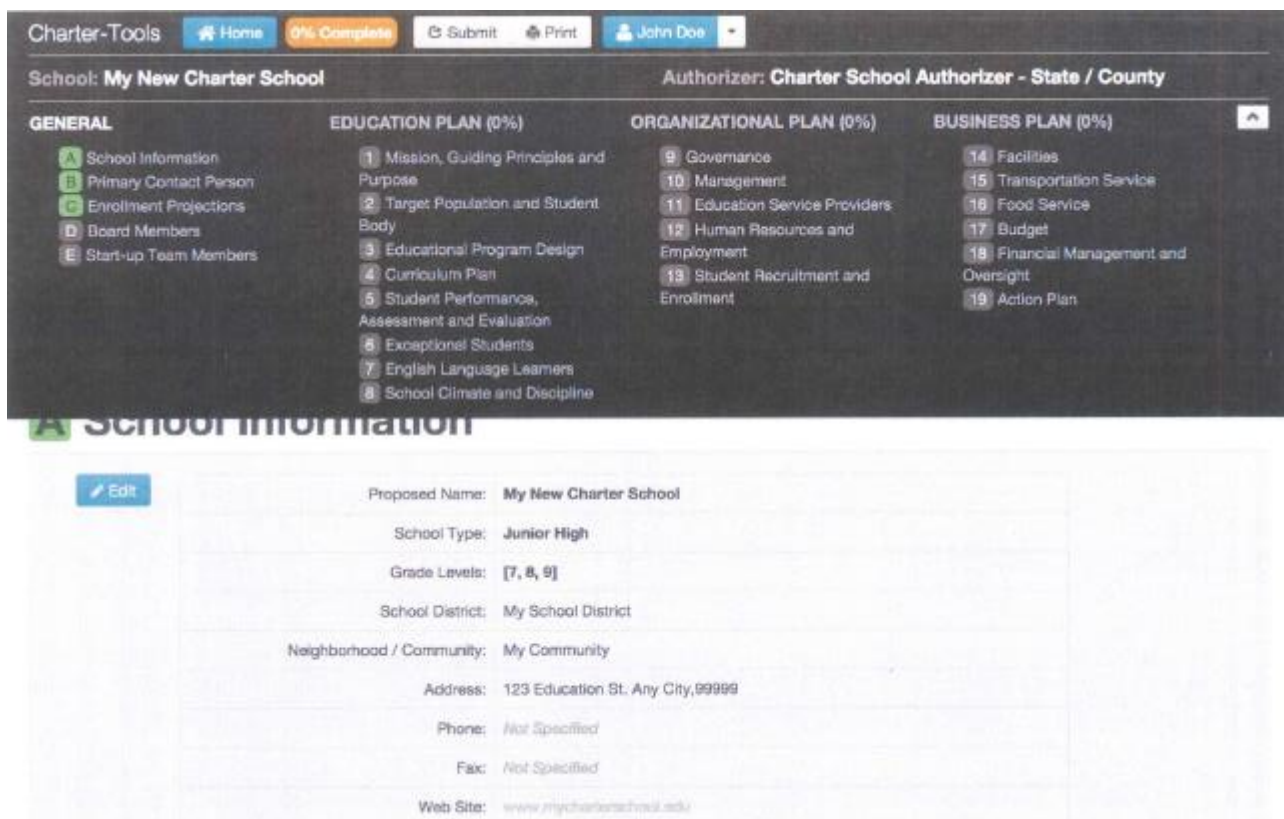
Number of Instructional Days *

180

Save and Start Editing Application

- After completing the school information, primary contact person, and school operation forms, you will see the charter application navigation tool bar and interactive list of all the application sections.
- From here you can mouse-over and click on any application sections and fill it in. The navigation toolbar, which is fixed at the top of your screen, allows you to return to your home screen (My Charter Applications), see the current completion status of your application, submit or print your application, and update your user profile settings.

NOTICE: The actual structure of your application and the size of the toolbar may be different from what is shown in the screen shots for this tour.



- The application navigation toolbar is fixed to the top of your screen and always remains visible. You can minimize the toolbar by clicking the button with the up-arrow icon (located at the top-right corner). To maximize the toolbar, click the same button, which now has a down-arrow icon (shown below).

Charter-Tools [Home](#) [65% Complete](#) [Submit](#) [Print](#) [John Doe](#)

School: **My New Charter School** Authorizer: **Charter School Authorizer - State / County**

GENERAL EDUCATION PLAN (12%) ORGANIZATIONAL PLAN (0%) BUSINESS PLAN (0%)

GENERAL

A School Information

[Edit](#)

Proposed Name:	My New Charter School
School Type:	Junior High
Grade Levels:	[7, 8, 9]
School District:	My School District
Neighborhood / Community:	My Community
Address:	123 Education St. Any City, 99999
Phone:	Not Specified
Fax:	Not Specified
Web Site:	www.mycharterschool.edu

- Every Charter-Tools application is comprised of main categories and one or more sections within each category. When filling in each category section, pay close attention to all instructions provided by your authorizer. Make sure you include all requested information. Also, ensure you understand how the content you provide in each section will be evaluated and rated by application reviewers so that your application has the best chance for approval.

The name of the FIRST application category is titled **General**. There are five sections within the General category:

- School Information
- Primary Contact Person
- Enrollment Projections
- Board Members
- Start Up Information

A School Information

Edit	Proposed Name: My New Charter School
	School Type: Junior High
	Grade Levels: [7, 8, 9]
	School District: My School District
	Neighborhood / Community: My Community
	Address: 123 Education St. Any City,99999
	Phone: <i>Not Specified</i>
	Fax: <i>Not Specified</i>
	Web Site: www.mycharterschool.edu

Edit	Open Date: September 1, 2015
	Sponsoring Entity: Non-profit Organization
	Partner / Parent Organization: <i>Not Specified</i>
	Organization Type: For-profit Corporation Out Of State
	Contracted Education Service Provider: <i>Not Specified (None)</i>
	Calendar Type: Standard
	Instructional Days: 180

B Primary Contact Person

[Edit](#)

Full Name: **John Doe**

Mailing Address: **1234 Education Ave. My City,99999**

Mobile Phone: **111-555-1234**

Alternate Phone: **222-555-5678**

E-mail: **john.doe@charter-tools.com**

C Enrollment Projections




Grade Level	2015-16 Enrollment		2016-17 Enrollment		2017-18 Enrollment		2018-19 Enrollment		2019-20 Enrollment		At Capacity School Yes	
	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Seventh Grade	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Eighth Grade	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Ninth Grade	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.

Charter-Tools [Home](#) [0% Complete](#) [Submit](#) [Print](#) [John Doe](#)




School: **My New Charter School** Authorizer: **Charter School Authorizer - State / County**

GENERAL EDUCATION PLAN (12%) ORGANIZATIONAL PLAN (0%) BUSINESS PLAN (0%)

D Board Members

Person's Name	Title	Contact	Mailing Address	Current Employer	
Dr. Mann, Horace	Board Chairperson	222-555-5878 111-555-1234 hman@charter-tools.com	1234 Some St. Any City 99999	Not Specified	  

E Start-up Team Members

Person's Name	Title	Contact	Mailing Address	Current Employer	
Mrs. Jones, Susan	Proposed Principal Candidate	222-555-5878 111-555-1234 sjones@charter-tools.cfm	1234 Education Ave. Any City 99999	Not Specified	  

10. Once you have completed inputting all required and supplemental information into the General category sections, you're ready to update the rest of the application categories and their sections. All categories and sections after the General category have the same functionality and layout items including:

- **Section Title** – This is the name of the section
- **Completion Button** – Use it to mark the section as complete when you are done editing it
- **Last saved indicator** – Your section content is saved automatically every 60 seconds
- **Rich text content editor** – In addition to text, this feature-rich editor allows you the ability to include tables, graphics, spreadsheets, special characters, and other types of information for compelling application submissions
- **Instructions tab** – This is the area in the section where you are directed on how to properly complete the section. Pay close attention to instruction tab details
- **Attachments tab** – This area is used to upload one or more documents that pertain to the section
- **Notes tab** – This area allows for the creation of public notes, which are communicated to reviewers or private notes, which only are visible to applicants
- **Files tab** – This may include one or more files needed to properly complete the section

- **Files tab** - This area may include one or more files needed to properly complete the section

Charter-Tools
Home 9% Complete Submit Print John Doe

School: My New Charter School
Authorizer: Charter School Authorizer - State / County

GENERAL
EDUCATION PLAN (12%)
ORGANIZATIONAL PLAN (0%)
BUSINESS PLAN (0%)

4 Curriculum Plan

Mark As Complete ← Click when done entering content
Last Saved: moments ago

Fusce vitae porttitor

Lorem ipsum dolor sit amet dolor. Duis blandit vestibulum faucibus a, tortor.

Proin nunc justo felis mollis tincidunt, risus risus pede, posuere cubilia Curae, Nullam euismod, enim. Etiam nibh ultricies dolor ac dignissim erat volutpat. Vivamus fermentum *nisi nulla* *sit* in metus. Maecenas wisi. Donec nec erat volutpat.

Technical details

Fusce vitae porttitor a, euismod convallis nisi, blandit risus tortor, pretium. Vehicula vitae, imperdiet vel, ornare enim vel sodales rutrum.

Liberò nunc, rhoncus ante ipsum non ipsum. Nunc eleifend pede turpis id sollicitudin fringilla. Phasellus ultrices, velit ac orna.

Mission crew	
Position	Astronaut
Commander	Neil A. Armstrong
Command Module Pilot	Michael Collins
Lunar Module Pilot	Edwin "Buzz" E. Aldrin, Jr.

Words: 131

- A. Describe the school's curriculum in the core academic areas, illustrating how it will prepare students to achieve the Next Generation Sunshine State-Common Core Standards.
- B. Describe the research based foundation materials that were used or will be used to develop the curriculum.
- C. Describe the school's reading curriculum. Provide evidence that reading is a primary focus of the school and that there is a curriculum and set of strategies for students who are reading at grade level or higher and a separate curriculum and strategy for students reading below grade level. The reading curriculum must be consistent with effective teaching strategies and be grounded in scientifically-based reading research.
- D. Explain how students who enter the school below grade level will be engaged in and benefit from the curriculum.
- E. Describe proposed curriculum areas to be included other than the core academic areas.
- F. Describe how the effectiveness of the curriculum will be evaluated.

Evaluation Criteria

Reviewers will look for a curriculum plan that:

- Provides a clear and coherent framework for teaching and learning;
- Is research-based;
- Is consistent with the school's mission, educational philosophy and instructional approach;
- Will enable students to attain Next Generation Sunshine State-Common Core Standards and receive a year's worth of learning for each year enrolled, and
- Will be appropriate for all students at all levels.

Evaluation Rubric

1 Meets the Standard

The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.

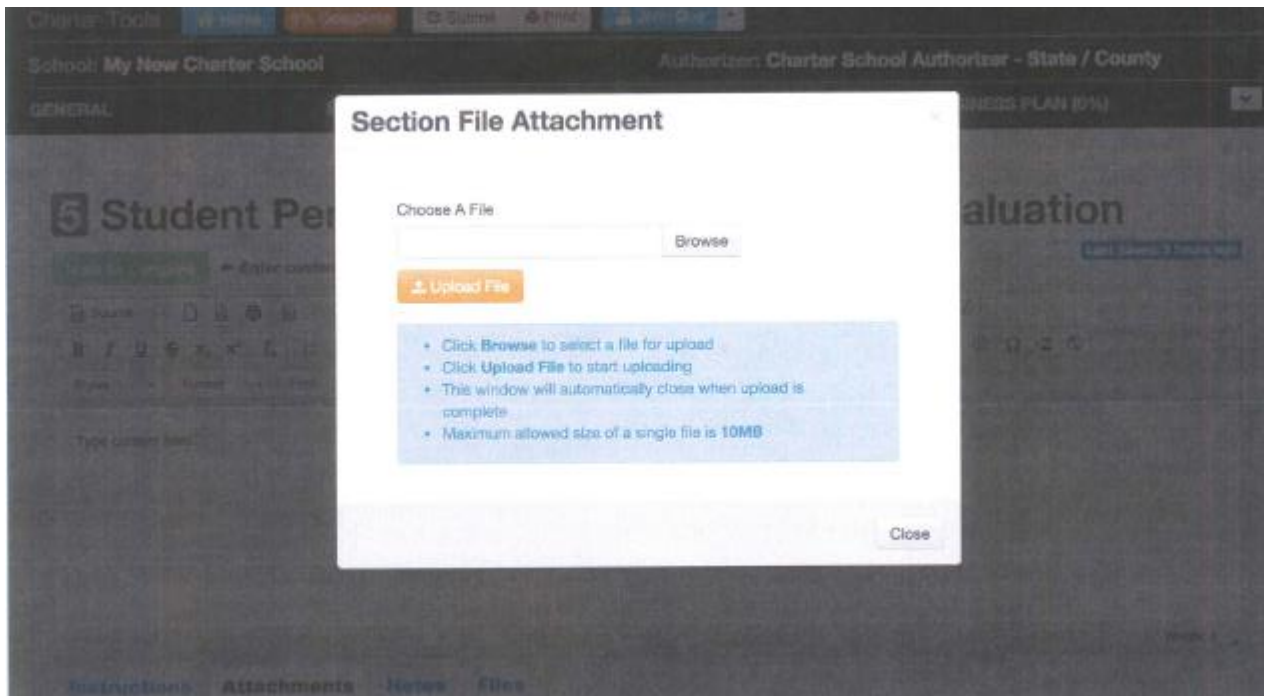
2 Partially Meets the Standard

The response addresses most of the criteria, but the responses lack meaningful detail and require important additional information.

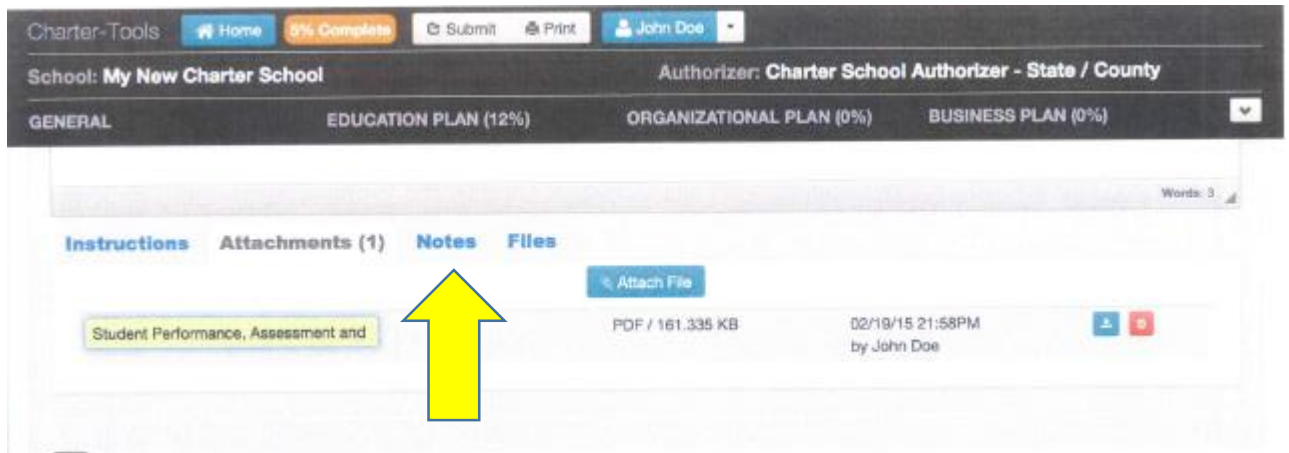
3 Does Not Meet the Standard

The response lacks meaningful detail, demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant's understanding of the issue in concept and/or ability to meet the requirement in practice.

11. Click the **Attachments** tab to reveal the file upload area and then click the "Attach File" button. Select the file you would like to attach and click the Upload File button. After the upload is complete, enter a short title to describe this document.

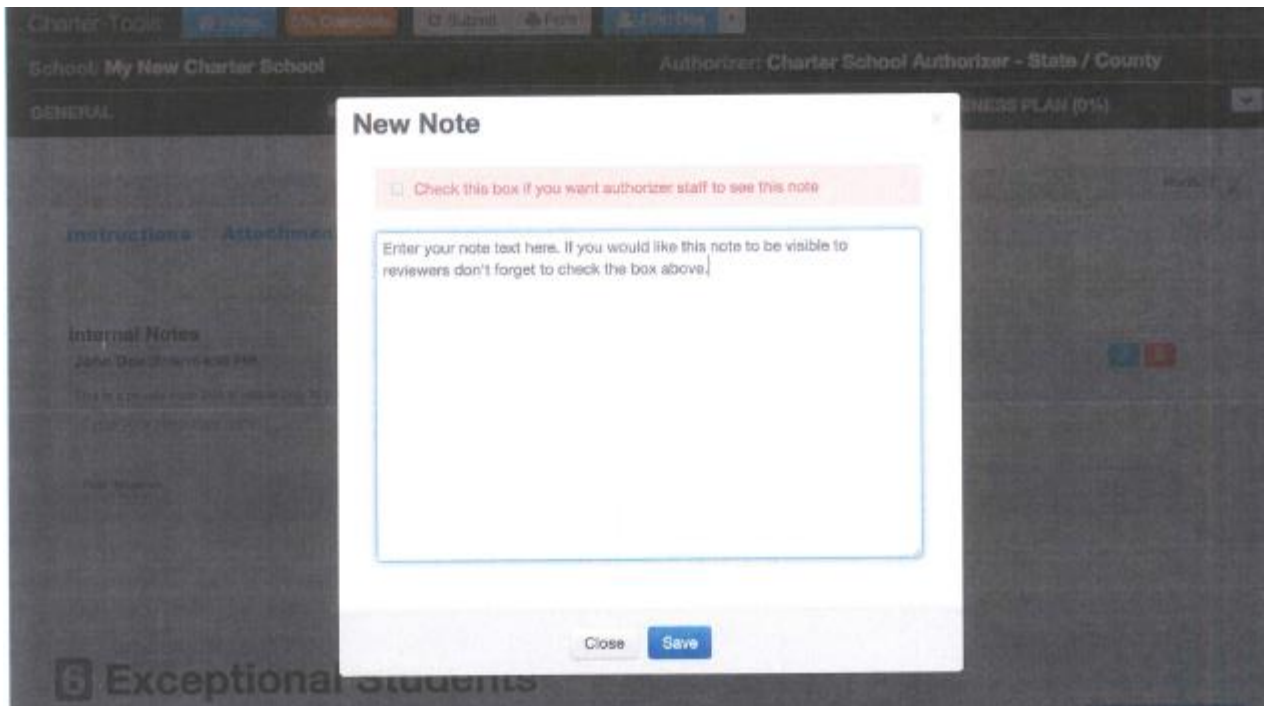


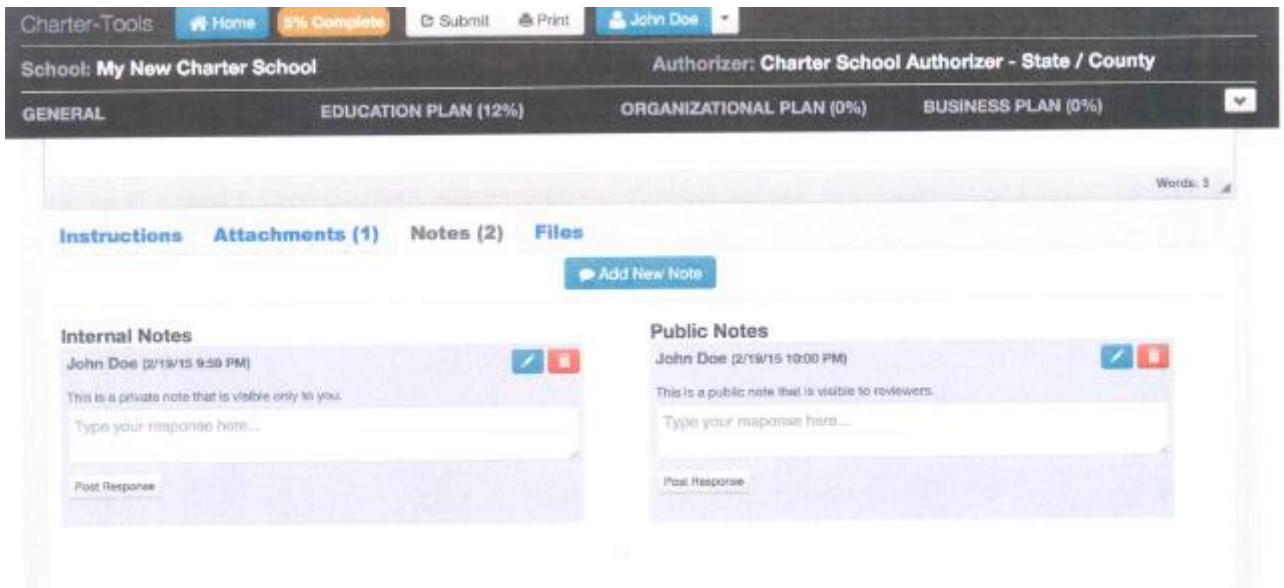
PLEASE UPLOAD THE FILES THAT CORRESPOND TO THAT SECTION. DO NOT ATTACH ALL AT THE END OF THE APPLICATION.



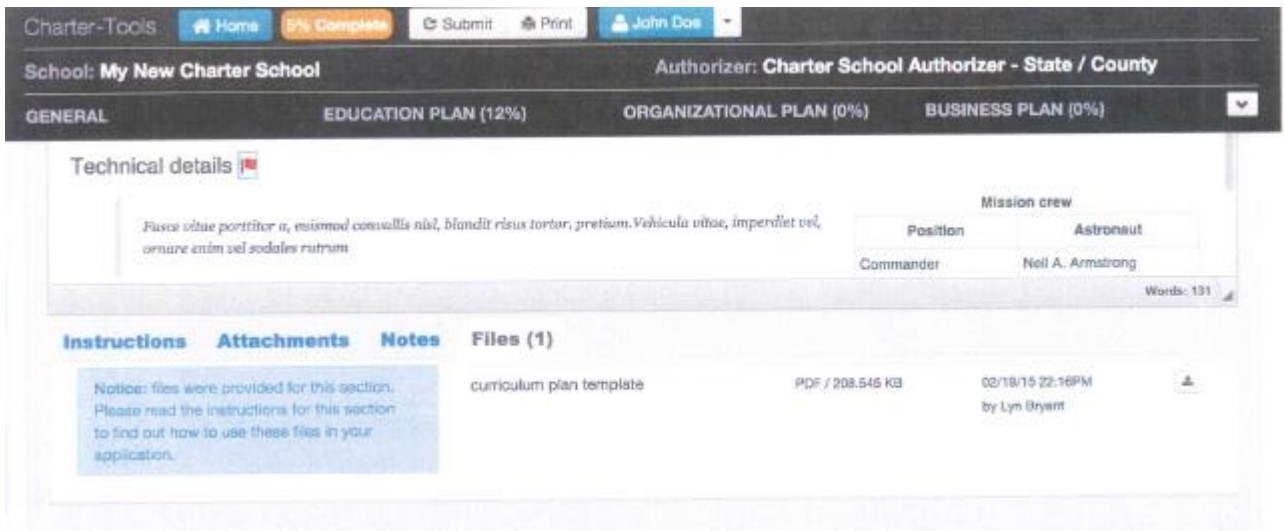
The **Notes** tab for each application section is a powerful communication tool. Use notes to communicate with reviewers (Public Notes) or discreetly with others on your team (Internal Notes).

12. Click the **Notes** to reveal the notes area and then click the “Add New Note” button. Enter your notes and save. You can also post a response to an existing note.





If one or more files were provided by the authorizer for a given sections, its **Files** tab will indicate the number of provided files in parentheses. In this case, click the **Files** tab to reveal the list of provided files and download them to your computer for completion.



- Once you have completed all application categories and sections and your application has been thoroughly proofread and refined, you are already to submit it for review. If all sections are marked as complete and no warnings are indicated in the summary page, scroll down to the bottom of the page to find the “Submit Application” button.

In some applications, your authorizer may include legally-required statements, such as the Statement of Assurances shown in the following screen shot. Look for input fields or checkboxes and provide the requested information before submitting your application.

Charter Application Summary

BEFORE SUBMITTING THIS APPLICATION:

- Carefully review the entire summary of the application sections
- Ensure that the status of every section is **Complete** (even if they do not apply in your case)
- Do not ignore any warnings regarding word count or attachments - this may result in automatic rejection!
- Scroll all the way down to the bottom of this page

My New Charter School

EDUCATION PLAN

100%

#	Section Name	Content Size	Word Count	Page Count	Attachments	Notes	Status
1	Mission, Guiding Principles and Purpose	6,277 KB	879 / 1500	2.2 / 3.6	1	2	Complete
2	Target Population and Student Body	9,617 KB	1305 / 1000 Exceeds Limit	3.3 / 2.5 Exceeds Limit	None	1	Complete
3	Educational Program Design	6,719 KB	928 / 4000	2.3 / 10.0	None Required	None	Complete
4	Curriculum Plan	9,617 KB	1305 / 2000	3.3 / 5.0	1	1	Complete
5	Student Performance, Assessment and Evaluation	5,264 KB	751 / 2000	1.9 / 5.0	None	None	Complete
6	Exceptional Students	6,237 KB	884 / 500 Exceeds Limit	2.2 / 1.3 Exceeds Limit	None	None	Complete
7	English Language Learners	3,506 KB	472 / 500	1.2 / 1.3	None	None	Complete
8	School Climate and Discipline	6,237 KB	884 / 500 Exceeds Limit	2.2 / 1.3 Exceeds Limit	None	None	Complete
		53,475 KB	7,409	18.5	2	4	

ORGANIZATIONAL PLAN

40%

#	Section Name	Content Size	Word Count	Page Count	Attachments	Notes	Status
9	Governance	5,254 KB	749 / 1000	1.9 / 2.5	None	None	Complete
10	Management	Empty	0 / 1000	0 / 2.5	None Required	None	Incomplete
11	Education Service Providers	Empty	0 / 500	0 / 1.3	None	None	Incomplete
12	Human Resources and Employment	Empty	0 / 500	0 / 1.3	None	None	Incomplete
13	Student Recruitment and Enrollment	10,612 KB	1530 / 1000 Exceeds Limit	3.8 / 2.5 Exceeds Limit	None	None	Complete
		15,866 KB	2,279	5.7	0	0	

BUSINESS PLAN

50%

#	Section Name	Content Size	Word Count	Page Count	Attachments	Notes	Status
14	Facilities	Empty	0 / 500	0 / 1.3	None Required	None	Incomplete
15	Transportation Service	10,612 KB	1530 / 500 Exceeds Limit	3.8 / 1.3 Exceeds Limit	None	None	Complete
16	Food Service	Empty	0 / 500	0 / 1.3	None	None	Incomplete
17	Budget	4,496 KB	655 / 1000	1.6 / 2.5	None Required	None	Complete
18	Financial Management and Oversight	6,504 KB	891 / 500 Exceeds Limit	2.2 / 1.3 Exceeds Limit	None	None	Complete
19	Action Plan	6,504 KB	891 / Unlimited	2.2 / Unlimited	None	None	Complete
		28,116 KB	3,967	9.9	0	0	

5 sections are untouched

14 sections are touched

14 sections are complete

[Edit](#)

STATEMENT OF ASSURANCES

This form must be signed by a duly authorized representative of the applicant group and submitted with the application for a charter school.

As the authorized representative of the applicant group, I hereby certify under the penalties of perjury that the information submitted in this application for a charter for is

accurate and true to the best of my knowledge and belief; and further, I certify that, if awarded a charter, the school:

- Will be nonsectarian in its programs, admission policies, employment practices and operations.
- Will enroll any eligible student who submits a timely application, unless the school receives a greater number of applications than there are spaces for students, in which case students will be admitted through a random selection process.
- Will adhere to the antidiscrimination provisions of section 1000.05, F.S.
- Will adhere to all applicable provision of state and federal law relating to the education of students with disabilities, including the Individuals with Disabilities Education Act; section 504 of the Rehabilitation Act of 1974; and Title II of the Americans with Disabilities Act of 1990.
- Will adhere to all applicable provisions of federal law relating to students who are limited English proficient, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974.
- Will participate in the statewide assessment program created under section 1008.22, F.S.
- Will comply with Florida statutes relating to public records and public meetings, including Chapter 119, Florida Statutes, and section 286.011, F.S., which are applicable to applicants even prior to being granted a charter.
- Will obtain and keep current all necessary permits, licenses and certifications related to fire, health and safety within the building and on school property.
- Will provide for an annual financial audit in accordance with section 215.38, F.S.

The governing board, at its discretion, allows

to sign as the legal correspondent for the school.

[Submit Application](#)

[Charter-Tools](#)

-
- [Take a Tour](#)
-
- [FAQ](#)

email or login id

password

Sign In

Frequently Asked Questions

1. Which web browsers are supported by Charter-Tools?

Charter-Tools works best with [Google Chrome](#), [Firefox](#) and [Safari](#). Currently, some of the features do not work with Microsoft Internet Explorer and therefore users must avoid using it at this time.

We will be updating this question from time to time, as new versions of the above web browsers are constantly being released to users.

2. When I am trying to attach a file to a benchmark, the file is not uploaded. What am I doing wrong?

This is most likely because you are using the Microsoft Internet Explorer web browser. Switch to another web browser (see question #1) and try again.

3. When selecting a file for upload, the file name is preceded by "C:\fakepath" which is not a folder on my computer. Why is that?

This is a security feature in new web browsers that have support for the HTML5 web standard (all major browsers currently support it). You can change the settings to show the real folder name on your computer by adding apps.charter-tools.com to your list of trusted web sites.

4. I cannot download any files from Charter-Tools; even files that I uploaded. What is going on?

This is most likely due to a special content filtering software that your IT department installed to protect your network from malicious software. This software prevents users from downloading files from web sites that were not approved by your IT department. In order to resolve this issue, your IT manager must add the following Internet domain names to the list of approved / authorized web sites:

- s3.amazonaws.com
- *.charter-tools.com
- charter-tools.com