

Charter School Number Form

The following two fields are for California Department of Education use only:

- 1. Charter School Number**
- 2. Numbered by the State Board of Education**

Instructions: Authorizing local educational agencies (LEAs) should complete and submit the Charter School Number Form to request a charter school number for a newly-approved charter petition.

Section 1. Charter School Number Request

Select the reason for requesting a charter school number as it pertains to the charter school:

1. New petition for a classroom-based (CB) charter school, as defined by California *Education Code (EC)* Section 47605.
2. New petition for a CB county charter school, as defined by *EC* Section 47605.5.
3. New petition for a CB countywide charter school, as defined by *EC* Section 47605.6.
4. New petition for a CB exclusive partnership charter school, as defined by *EC* Section 47612.1(a).
5. A resource center has been operating outside of the boundaries of the authorizing LEA under a currently-approved charter school that is operating within the boundaries of its respective authorizing school district.

The charter school, on behalf of the resource center, submitted a petition to the school district in which the resource center is located to operate as its own charter school (i.e., dividing charter school), as defined by *EC* sections 47605.1(c)(5)(A) and 47612.7(b). The charter school under which the resource center previously operated remains in the school district in which it is located.

Provide the following information of the charter school under which the resource center previously operated:

School Name:

Charter School Number:

County-District-School Code:

School District:

County:

4. Superintendent Email:

5. Date Petition Approved:

6. Approved Charter Term: _____ to _____

7. Approved by a County on Appeal, per *EC* Section 47605(k)

Yes; Denying district name:

No

8. Charter School Located within Geographical Boundaries of LEA

Yes

No; District where charter school is/will be located:

9. Charter School Occupying District Facilities, per *EC* Section 47614:

Yes; Per-square-foot charge to be paid to LEA (if known):

No

Section 4. Additional Charter School Information

Complete the following subsections as they pertain to the charter school.

Exclusive Partnership

Indicate if the charter school provides instruction exclusively in partnership, per EC Section 47612.1:

Federal Workforce Investment Act of 1998

Federally Affiliated Youth Build Programs

Federal Job Corps

California Conservation Corps

Instruction to Juvenile Court Pupils or Pupils in Residential Facilities

Instruction Not Provided Exclusively in Partnership

Management Organization

Indicate if the charter school is operated by or affiliated with one of the following:

Charter Management Organization (CMO)

Education Management Organization (EMO)

Other

None

Provide the following if CMO, EMO, or Other is selected:

Name of Organization:

Employer Identification Number:

Physical Address (including city and zip code):

Mailing Address (including city and zip code):

Retirement System

Indicate the charter school's retirement system for teachers and classified staff:

California State Teachers' Retirement System (CalSTRS)

California Public Employees' Retirement System (CalPERS)

Other

None

Section 7. Certifications

Authorizing Local Educational Agency Certification

By signing below, I hereby certify the following statements. Evidence to substantiate these statements can and will be provided upon request:

- The information provided in this document is true and correct.
- The authorizing LEA's governing board has reviewed and approved the charter petition pursuant to relevant *EC* and *California Code of Regulations*, Title 5 sections in their entirety.
- This document serves as official written notice, as per *EC* Section 47605(j), of the approval for the proposed charter school to operate.

Authorizing LEA Superintendent Signature

Date

Administrator Certification

By signing below, I hereby certify the following statements. Evidence to substantiate these statements can and will be provided upon request:

- The information provided in this document is true and correct.
- The charter petition set forth offers a unique educational program that meets the needs of the students within the authorizing district's geographical jurisdiction.
- The charter petition complies with all requirements pursuant to *EC* sections 47605(a) and 47605.1.

Administrator Signature

Date

Submission Information

Submit completed charter school number packages to the Charter Schools Division (CSD) via email at charters@cde.ca.gov.

All charter school number packages must include the following:

1. **Copy of the authorizing LEA's board meeting minutes** showing approval of the charter school. Please note, the minutes must include the charter term for which the charter school was approved.
2. **Copy of the approved charter petition.**
3. **Copy of all charter petition appendices and attachments** (including the charter school's financial and operational plan and meaningfully interested signatures).
4. **Cover letter signed by the superintendent of the authorizing LEA** that provides an explanation for the action identified under Section 1. Charter School Number Request.

If any of the aforementioned documents are too large to be submitted via email, contact the CSD and alternate upload arrange will be made.

If the Charter School Number Form and aforementioned documentation cannot be provided electronically, mail the form and all documents (printed back to back) to the CSD at the following address:

California Department of Education
Charter Schools Division
Attention: Charter School Number
1430 N Street, Suite 5401
Sacramento, CA 95814