



NEW YORK STATE EDUCATION DEPARTMENT
Charter School Office

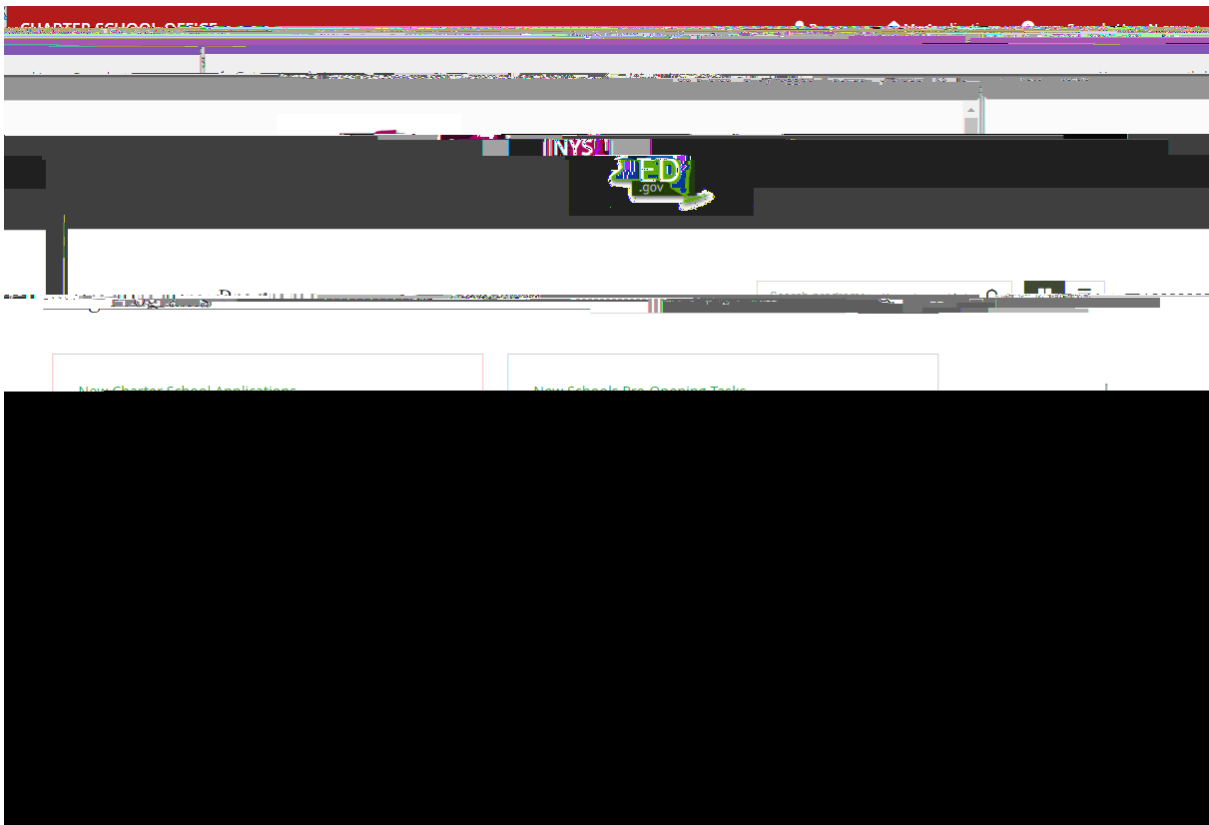
Steps for a Charter School to Add a New Revision Request

The person responsible for submitting reports for their charter school should follow this process to add a new revision request. Once it is started, that person will be the application's owner and they can then add collaborators once it is started. Additional guidance:

- x The CSO will only accept revision requests, both material and non-material, through the portal.
- x Upon entering the portal, follow all prompts required for the revision and submit all required documents.
- x If a required document does not apply to your revision request, upload a document that explains why the document is not applicable.
- x If a charter school is requesting multiple revisions, you must submit them as their own separate submission.

Additional information is available on our website on our [BORA Authorized Charter School Policies, Procedures and Resources](#) page.

1. Login to the [Charter School Office Application](#). A list of available program applications will be displayed



4. Enterschool name and revision name in the pop up window and click **Create Application**

The new revision request will

Submission Reminder:

Once the revision request is completed, be sure the application is the final
Submit button so that the Charter School Office will receive the completed request.

