

**NEW YORK STATE EDUCATION DEPARTMENT**

**Charter School Office**

**Instructions on How to Delete a Charter School Office Application**

2. **Verify Application Owner Status:** Click the continue or view button to verify that you are the authorized application owner that can delete the application:

3. Click the three dots/ellipsis menu for the Charter Revision Requests application that you want to delete and select the delete option. (Note: The Delete option is only available for applications that are in progress. To delete an application that has been submitted, please contact [CharterSchools@nysed.gov](mailto:CharterSchools@nysed.gov) to request that the application be reopened, which will then make the delete option available again.)

**IMPORTANT:**

4. Confirm the deletion to permanently delete the application:

