

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA**

**TIMELINES FOR ESTABLISHING A CHARTER SCHOOL**

<b>TIMELINE</b>	<b>PROCESS/PROCEDURES</b>
July 15	Charter school proposers submit a letter to the Assistant Superintendent of their intent to start a charter school.
10 school or working days after receipt of Letter of Intent	Assistant Superintendent for Instruction schedules a meeting with an ASD Administrative Review Committee and the Charter School Committee to answer any questions the proposers may have.
September 1	Charter school proposers submit a completed application form and contract to ASD. Fifteen (15) typed, single-sided copies are required and shall be submitted to the Assistant Superintendent's office.
15 school or working days after receipt of completed application	Assistant Superintendent for Instruction schedules a meeting with the Administrative Review Committee and Charter School proposers. The meeting will include discussion and suggestions to clarify any aspects of the application packet and charter school proposal.
20 school or working days after administrative review	A School Board Work Session is scheduled with the charter school representatives and other interested persons. The proposers must submit a revised application clearly showing revisions to the original application and contract at least ten (10) days in advance. Fifteen (15) typed, single-sided copies of the revisions are required and shall be submitted to the Assistant Superintendent's office.
The first regularly scheduled School Board meeting in January	The School Board shall place the charter school proposal on the agenda for action no later than the first regularly scheduled School Board meeting in January. The School Board will take action to approve or deny the request.
20 working days after action by the School Board	The School Board will forward to the Commissioner of Education for final review, approval, and possible action by the State Board of Education. Only those charter school applications approved by the Anchorage School Board will be considered for approval by the State Board of Education.