

# Florida Charter Institute Internal Review Forms

The following forms are items the FCI has developed to assist with the work of the Charter School Review Commission.

## Forms The Commission May See

- **Application Review Summary** – This is the form that the FCI will use to submit our recommendation to the Department of Education, along with the official state evaluation form. The form includes a brief summary of the application in addition to the FCI recommendation.

## Internal Forms Used as Part Of The Process

- **Charter Application Submittal Checklist** – This is the form that the FCI will use when we first receive a charter application to check it for completeness and log that we have received the application.
- **CSRC Application Received Confirmation** – This is the form that the FCI will use to notify the applicant that the application has been received and that we will begin the review process. If there are issues with the submission (i.e. missing forms, or pages), this form will notify the applicant of the issues.
- **District Notice of Application Received** – While the FCI and Commission are not required to provide notice to school districts, the FCI has decided we will provide notification to the districts as quickly as possible after receiving an application. This form is what we will send to the district notifying them of receipt of the application and providing a link where they can access a digital version of the application.
- **Charter Reviewer Application Form** – As the FCI works to build a pool of professionals who are able to review charter applications, we will use this form for individuals to apply to be on a review team.
- **Application Review Team Feedback Notes** – This is the form that the review team will use to document their thoughts on a charter application. We will collect these forms from the review team to ensure we accurately summarize the strengths and challenges of a particular application.

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Revision #1

Created 22 April 2024 15:05:40 by Curtis Fuller

Updated 22 April 2024 15:11:40 by Curtis Fuller