

# New Application Training Video Transcript

## Attendees

Abigail Savage

## Transcript

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**Abigail Savage:** All right, good morning or afternoon, depending on when you're viewing this today. We're going to be going over the new Charter School application process and timeline for all potential applicants will highlight key things to consider when starting your application where to find application information and what is due for a timely submission. Our team is led by Dr. Joseph Escobedo, myself Abigail Savage, Patricia Espinosa and Roberta Velasquez.

**Abigail Savage:** All new applications are due by June 1st of the year you plan to apply. This date follows the Notice of Intent Deadline which is January 1st of every year. Once your application has been submitted, it will be reviewed by our Charter School Office and review team. Following the review process, all applications being considered will be notified of a capacity interview date. After September 1st, all applicants will be notified whether or not their application will be given a recommendation for approval or not.

**Abigail Savage:** To find all of the required information for submitting a new charter application, please visit our website to find the following: Notice of intent, The New Charter Application, The Application Rubric that goes over the grading criteria of an application, Capacity interview questions and rubric, and this slideshow and video for your records.

**Abigail Savage:** Before getting started, read through the application information and introduction to familiarize yourself with the sections required for a complete application. Each section also has expectations listed so that you can ensure you are gathering and submitting all of the required information. Review the appendix requirements and documents you will need to submit. As you begin your application, think about what will make your new charter school unique and what it will offer to the APS community that other schools currently do not.

**Abigail Savage:** On June 1st, you will need to submit to the APS District Office: 8 bound copies of your complete application that include the executive summary, the full application, all appendix documents including the SEC estimates and 5 year budget plan, and a flash drive with all of the original documents in their original format. You can find the Charter School Director's office on the first floor of the east tower in the Board of Education Services Office.

**Abigail Savage:** If you have any questions please do not hesitate to contact me by email, office, or cell phone for general questions related to the renewal application. We look forward to seeing your application and helping you in bringing a new education opportunity to the students of Albuquerque.