**Overview of the Extension and Renewal Process**

**Extension / Renewal Calendar for District Authorizers**

Charter schools are granted an initial contract length of four years. During a school’s fourth year of operation, the authorizer should review each school’s performance and makes a recommendation to their board as to whether the school should be allowed to operate for a fifth year. This is known as the extension process.

The authorizer again assesses the school’s performance and makes a recommendation to the local school board as to whether the school should receive a renewal contract to continue operation. This is known as the renewal process. The renewal process happens in the last year of every charter contract term.

 **Recommended Extension/Renewal Process Calendar**Students, school leaders, and district personnel benefit from a consistent and clear extension and renewal process. Below is a list of action items necessary to complete the extension and renewal process as well as a suggested timeline for completing each item.

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| **Extension / Renewal Task** | **Deadline** |
| Officials from local school board engage with the charter board president and other personnel to inform them of the requirements of the extension and/or renewal process that will take place in the upcoming school year | May/June prior to extension/renewal year |
| Schedule the official extension or renewal visit with school and board personnel | August |
| Presentations made by local school district to charter board (upon request) | August |
| Analyze relevant data and conduct extension and/or renewal visits | August - October |
| Publish annual review document detailing school’s performance in the previous school year (if applicable) | November |
| Share extension or renewal decision and term length recommendation with charter board leadership prior to the meeting of the local school board | November |
| Vote on extension/renewal decisions at local school board meeting | December |
| Begin discussions regarding new contract or school closure depending on decision of local school board | January |