**CHARTER SCHOOL AUTHORIZER APPLICATION INSTRUCTIONS – 2017**

1. Guiding questions, instructions, and evaluation criteria are provided for each section of the [application](http://sbe.wa.gov/charters.php#.WTbWxWgrJaT).
2. Title and number each section of the application.
3. Include the page number, district name, month and year in the header on each page.
4. Use a readable font and size.
5. Properly cite any sources that are referenced.
6. Be familiar with Washington’s charter school law:
   1. [Chapter 28A.710 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.710&full=true)
   2. [Chapter 180-19 WAC](http://www.sbe.wa.gov/documents/2013.01.13%20WAC%20180-19%20Draft%20Rules.pdf)
7. For an application to be considered complete, it must include Sections I-V and Part VI, Statement of Assurances, signed by the school board chair or president.
8. The application must be received by SBE by electronic mail no later than **October 15, 2017** (WAC 180-19-130).
9. The SBE must issue a decision approving or denying the application by **February 1, 2018** (WAC 180-19-040).
10. Direct your questions to [sbe@k12.wa.us](mailto:sbe@k12.wa.us) or (360) 725-6025, or [Kaaren.heikes@k12.wa.us](mailto:Kaaren.heikes@k12.wa.us) or (360) 725-6029.