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## Charter School Application Instructions and Format Requirements

<b>Deadline</b>	Refer to <b>Due Date</b> stated on the Student Achievement Minnesota website. <i>Applications received after the due date stated on the website will not be considered.</i>
<b>Format</b>	8 ½” x 11” paper, 1” margins on all sides Minimum 12-point font Citations must be embedded in the text Page #s on each page No tabs/dividers Executive Summary may be single-spaced. All other sections must be double-spaced.
<b>Page Limit</b>	115 pages total for Parts I through III, plus: 5 page limit for Part IV A 5 page limit for Part V Page limits do not apply to: Table of Contents (Required) Part IV B (Budget) Part IV C (Cash Flow) Part VI (Required Attachments) <i>Applications exceeding the page limit will not be considered.</i>
<b>Documents</b>	<ul style="list-style-type: none"><li>• PDF of application narrative</li><li>• Microsoft Word document of application narrative</li><li>• Microsoft Excel document of all budgets</li><li>• Microsoft Word document of all budget narratives</li><li>• Other exhibits in any format</li></ul>
<b>Where to Submit</b>	Student Achievement Minnesota’s New Charter School Application Upload Portal on its website. (Note: applicants obtain login credentials to use the portal; login credentials are provided after the applicant submits a complete and timely Letter of Intent.)
<b>Response Timeframe</b>	Interview will be scheduled <u>or</u> denial notices will be sent within 60 days of application due date.