

Revised 09/17/25

Charter School Application Process Sample

Example

A Charter School submits application on January 30, 2026, and receives approval from the sponsor. The Charter School would be in “planning” during the 2026-2027 school year and would open during the 2027-2028 school year.

Application

An applicant shall submit a letter of intent at least (90) ninety days before submitting a formal application to the board of trustees or area commission from which it is seeking sponsorship and a copy to the South Carolina Department of Education.

Application is submitted to charter sponsor and a copy to the SCDE Charter Schools Office.

Applications are due on January 30, 2026. The sponsor shall rule on the application for a charter school in a public hearing, upon reasonable public notice, within **(90) ninety days** after receiving the application. The sponsor may request clarifying or additional information from the applicant during the review.

The applicant shall notify the local delegation of a county in which a proposed charter school is to be located upon submission of a charter school application and also shall provide a copy of the charter school application upon request by a member of the local delegation.

Approval

The sponsor approves the charter school application. (A local school board may appeal a decision of the SCPCSD based upon adverse impact as defined by SBE Regulation 43-601)

APPROVED CHARTER SCHOOL USES THE FOLLOWING YEAR TO PREPARE FOR OPENING

Before a charter school may open, the State Department of Education shall verify the accuracy of the financial data for the school within (45) forty-five days after approval.

Denial

The sponsor denies the application and provides a written explanation of the reason(s) within **(10) ten days**. A final decision of the sponsor may be appealed by any party to the Administrative Law Court as provided in Sections 1-23-380(B) and 1-23-600(D).

Applicant appeals to ALC **(45) forty-five days**

ALC hears the appeal. (TBD)

ALC issues a final written order. (TBD)

“TBD” is listed with certain parts of the ALC process because the time frame is determined by ALC rules for submission of documents and ALC case load.

Final Word

Either ALC Affirms sponsor’s board Decision and the School is not approved and the **Application process ends,**

-OR-

ALC reverses sponsor’s decision and

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