

CHARTER SCHOOLS DEPARTMENT

As required in Section 27A-12 of the Illinois School Code, all school boards with at least one (1) charter school are required to submit the following information to the State Board (ISBE) in accordance with Section 650.55 of the Administrative Code. ISBE will utilize information provided herein as a part of the Biennial Report to be issued on or before January 13, 2026.

INSTRUCTIONS: Complete this form and return via email by June 30, 2025 to charter@isbe.net. Please complete each section and do not type beyond the space provided. Attach additional pages or documentation as necessary.

NAME OF AUTHORIZING ORGANIZATION	TELEPHONE (Include Area Code)	FAX (Include Area Code)
ADDRESS (Street, City, State, ZIP Code)		
NAME OF PERSON COMPLETING THIS FORM	TITLE	EMAIL
NAME OF PRINCIPAL CHARTER LIAISON	TITLE	EMAIL
NAME OF GOVERNING BOARD CHAIR/PRESIDENT	WEBSITE ADDRESS	
OTHER SOCIAL MEDIA:		
<input type="checkbox"/> Twitter: _____ <input type="checkbox"/> Facebook: _____ <input type="checkbox"/> Other: _____		

A. CHARTER SCHOOL GENERAL DATA

1. Total number of operating charter schools open on October 1, 2023 _____
 - a. Number of multi-campus charter schools (i.e., charter schools operating more than one campus under a single charter agreement). _____
 - b. Number of virtual charter schools. (** See description below*) _____
 - c. Number of charter schools devoted exclusively to students from low-performing or overcrowded schools. (See 105 ILCS 5/27A-4(b).) _____
 - d. Number of charter schools devoted exclusively to re-enrolled high school dropouts and/or students at risk of dropping out. (See 105 ILCS 5/27A-4(b).) _____
2. Total number of operating charter schools open on October 1, 2024 _____
 - a. Number of multi-campus charter schools (i.e. charter schools operating more than one campus under a single charter agreement). _____
 - b. Number of virtual charter schools. (** See description below*) _____
 - c. Number of charter schools devoted exclusively to students from low-performing or overcrowded schools. (See 105 ILCS 5/27A-4(b).) _____
 - d. Number of charter schools devoted exclusively to re-enrolled high school dropouts and/or students at risk of dropping out. (See 105 ILCS 5/27A-4(b).) _____
3. Charter school student enrollment in 2023-2024, as collected by September 30, 2023. _____
4. Charter school student enrollment in 2023-2024, as collected by September 30, 2024. _____

** IL law defines "virtual schooling" as the teaching of courses through online methods with online instructors rather than the instructor and student being at the same physical location. This includes, without limitation, instruction provided by full-time, online virtual schools.*

B. NEW CHARTER APPLICATION PROCESSES

1. Does your organization release a request for new charter school applications annually? ☐ Yes ☐ No
If Yes, specify when the organization completed its application review process in each of the last two school years:
- a. School Year 2023-2024 (July 1, 2023 through June 30, 2024) _____
 - b. School Year 2024-2025 (July 1, 2024 through June 30, 2025) _____
- If No, specify when the organization completed its most recent charter review process. _____
- Please do not include review of charter renewal applications, as this will be addressed in a separate section.
2. List the total number of applications for new charter schools that your authorizing office received between July 1, 2023 and June 30, 2024. _____
- Of this total, how many applications:
- a. Were withdrawn by the applicant after submission? _____
 - b. Were approved by your organization?
(Please attach a list of newly approved schools that includes contact information and the charter school's term.) _____
 - c. Were denied by your organization? _____
 - d. Other: _____
3. List the total number of applications for new charter schools that your authorizing office received between July 1, 2024 and June 30, 2025. _____
- Of this total, how many applications:
- a. Were withdrawn by the applicant after submission? _____
 - b. Were approved by your organization?
(Please attach a list of newly-approved schools that includes contact information and the charter school's term.) _____
 - c. Were denied by your organization? _____
 - d. Other: _____
4. List the total number of applications approved to open in fall 2023 that did not open. _____
Please provide an explanation for the decision, including the new planned opening date, if applicable. For schools scheduled to open at a later date, please also list the targeted student population and community to be served; the planned location or address; the projected enrollment and grades to be served; and the names and contact information for the governing body.
(Include attachments, if necessary.)
5. List the total number of applications approved to open in fall 2024 that did not open. _____
Please provide an explanation for the decision, including the new planned opening date, if applicable. For schools scheduled to open at a later date, please also list the targeted student population and community to be served; the planned location or address; the projected enrollment and grades to be served; and the names and contact information for the governing body.
(Include attachments, if necessary.)

C. CHARTER SCHOOL RENEWAL AND CLOSURE DECISION-MAKING

RENEWAL

1. During the 2023-2024 school year (July 1, 2023 through June 30, 2024), did your office renew any charter schools? ☐ Yes ☐ No

If Yes, please list the names of any renewed charter schools, the dates of renewal, and their renewal terms:

<div>Name</div>	<div>Date of Renewal</div>	<div>Term</div>
<div>Name</div>	<div>Date of Renewal</div>	<div>Term</div>
<div>Name</div>	<div>Date of Renewal</div>	<div>Term</div>
<div>Name</div>	<div>Date of Renewal</div>	<div>Term</div>

2. During the 2024-2025 school year (July 1, 2024 through June 30, 2025), did your office renew any charter schools? ☐ Yes ☐ No

If Yes, please list the names of any renewed charter schools, the dates of renewal, and their renewal terms:

<div>Name</div>	<div>Date of Renewal</div>	<div>Term</div>
<div>Name</div>	<div>Date of Renewal</div>	<div>Term</div>
<div>Name</div>	<div>Date of Renewal</div>	<div>Term</div>
<div>Name</div>	<div>Date of Renewal</div>	<div>Term</div>

3. In the space provided below, please (a.) specify the typical length of a charter renewal term (if one exists) as well as any term ranges, and (b) Please explain the conditions leading to the granting of different renewal term lengths.

C. CHARTER SCHOOL RENEWAL AND CLOSURE DECISION-MAKING (Continued)

RENEWAL (Continued)

4. Please explain renewal processes, policies, and procedures and list criteria used by the authorizing entity to make renewal decisions. Separate documentation, such as a performance framework or similar instrument, should be submitted in addition to a response below.

5. Please attach your charter renewal application. If you do not have a renewal application, explain how you currently conduct charter renewals and explain your plans for developing a charter renewal application.

NONRENEWAL/REVOCATION

6. During the 2023-2024 school year (July 1, 2023 through June 30, 2024), did your office revoke or not renew any charter agreements? ☐ Yes ☐ No

If Yes, please list the names of any charter schools revoked or not renewed, the effective date of nonrenewal or revocation, and a very brief explanation of the primary reason for nonrenewal or revocation:

<hr/> Name	<hr/> Effective Date of Nonrenewal or Revocation	<hr/> Reason
<hr/> Name	<hr/> Effective Date of Nonrenewal or Revocation	<hr/> Reason

7. During the 2024-2025 school year (July 1, 2024 through June 30, 2025), did your office revoke or not renew any charter agreements? ☐ Yes ☐ No

If Yes, please list the names of any charter schools revoked or not renewed, the effective date of nonrenewal or revocation, and a very brief explanation of the primary reason for nonrenewal or revocation:

<hr/> Name	<hr/> Effective Date of Nonrenewal or Revocation	<hr/> Reason
<hr/> Name	<hr/> Effective Date of Nonrenewal or Revocation	<hr/> Reason

C. CHARTER SCHOOL RENEWAL AND CLOSURE DECISION-MAKING (Continued)

NONRENEWAL/REVOCATION (Continued)

8. Please list criteria used to make nonrenewal or revocation decisions. Separate documentation, including a performance framework or similar instrument, should be submitted in addition to a response below.

NONRENEWAL/REVOCATION

9. During the 2023-2024 school year (July 1, 2023 through June 30, 2024), did any charter schools voluntarily close? ☐ Yes ☐ No

If Yes, please list the names of any charter schools that surrendered their charters, the effective date of closure, and a very brief explanation of the primary reason for the surrender:

<div>Name</div>	<div>Effective Date of Nonrenewal or Revocation</div>	<div>Reason</div>
<div>Name</div>	<div>Effective Date of Nonrenewal or Revocation</div>	<div>Reason</div>

10. During the 2024-2025 school year (July 1, 2024 through June 30, 2025), did any charter schools voluntarily close? ☐ Yes ☐ No

If Yes, please list the names of any charter schools that surrendered their charters, the effective date of closure, and a very brief explanation of the primary reason for the surrender:

<div>Name</div>	<div>Effective Date of Nonrenewal or Revocation</div>	<div>Reason</div>
<div>Name</div>	<div>Effective Date of Nonrenewal or Revocation</div>	<div>Reason</div>

CHARTER SCHOOLS BEST PRACTICES

11. What best practices have been evident in any of the charter schools that you granted renewals to in school years 2023-24 or 2024-2025? (Data collection, innovative curriculum, unique school culture, etc.) Explain:

12. Are there any examples of best practice sharing between district schools and charter schools in your district? If so, please explain. If not, please explain how you will encourage best practice sharing between charters and district schools in your district.

D. TRANSFER OF AUTHORIZATION

1. During the 2023-2024 school year (July 1, 2023 through June 30, 2024), did your authorizing office transfer any charter school within your portfolio to another local school board or the Illinois State Board of Education? ☐ Yes ☐ No

If Yes, please list the name of the charter school, the name of the new authorizer, and the effective date of transfer:

_____	_____	_____
<i>Name</i>	<i>Name of Authorizer</i>	<i>Effective Date of Transfer</i>

_____	_____	_____
<i>Name</i>	<i>Name of Authorizer</i>	<i>Effective Date of Transfer</i>

2. During the 2024-2025 school year (July 1, 2024 through June 30, 2025), did your authorizing office transfer any charter school within your portfolio to another local school board or the Illinois State Board of Education? ☐ Yes ☐ No

If Yes, please list the name of the charter school, the name of the new authorizer, and the effective date of transfer:

_____	_____	_____
<i>Name</i>	<i>Name of Authorizer</i>	<i>Effective Date of Transfer</i>

_____	_____	_____
<i>Name</i>	<i>Name of Authorizer</i>	<i>Effective Date of Transfer</i>

E. MISSION AND GOALS

1. State your published mission for authorizing, including any broadly defined goals and objectives. If you do not have a published mission for authorizing, explain why.

2. Indicate which of the following policies and practices your organization pursues to achieve its vision. **Check all that apply.** For each area you check, please include a brief explanation of how that policy or practice is utilized and/or implemented, and how it assists in reaching goals.

☐ a. Setting enrollment targets.

☐ b. Defining the term "high-quality charter school" to guide authorization decisions.

☐ c. Promoting the replication and expansion of existing charter schools with clear guidelines to do so.

E. MISSION AND GOALS (Continued)

- ☐ d. Promoting conversion of low-performing neighborhood, contract or other school types to charter school status.

 - ☐ e. Selecting locations for new charter schools based upon need. (In your response, specify criteria used to determine need.)

 - ☐ f. Granting preference to charter school proposals with programs not otherwise available in the district.

 - ☐ g. Expanding alternative charter schools.

 - ☐ h. Include an external expert panel to review charter applications.
3. Is the governing board of each charter school in your district legally incorporated and independent of the authorizer? Do you have an executed contract with the governing board of each charter school in your district? If the answer to either question is no, please explain your plan to address each issue.

E. MISSION AND GOALS (Continued)

4. Have you visited the Charter Schools webpage on ISBE.net? What information on the webpage is the most useful? What information or resources would you like to see on an “Authorizer Resources” page?.
5. Summarize the financial health of your charter portfolio. In your response, please identify the number of charter schools that have closed or may be subject to revocation or nonrenewal in the 2023-24 or 2024-25 school years on the basis of financial insolvency. If the authorizer utilizes a financial rating system with its charter schools, please include in your response an explanation of the methodology and the number or percentage of charter schools within the authorizer’s portfolio that fall within each rating.
6. Summarize the academic performance of your charter schools in the 2023-24 and 2024-25 school years in the following key performance indicators (you may provide your own attachments that summarize the desired indicators):
 - a. IAR Scores (if applicable): _____
 - b. SAT average (if applicable): _____
 - c. College readiness _____
 - d. Achievement Gap: _____
 - e. Graduation rate: _____
 - f. College acceptance: _____
 - g. Freshman on track: _____
 - h. Attendance: _____

F. AUTHORIZER FUNCTIONS

1. Best practices for charter school authorizers dictate that a charter school authorizer should provide resources, monitor its charters, and hold its charters accountable to the terms of their charter agreements. The following is a non-exhaustive list of authorizer functions. Check all that apply. For each area you check, please include a brief explanation of how you perform that function.

- ☐ a. Soliciting and evaluating charter applications on a defined cycle.

- ☐ b. Negotiating and executing sound charter contracts with each approved charter school.

- ☐ c. Conducting a formal site visit/audit of all charter schools in your portfolio. If checked, please specify the site visit/audit cycle. If this is not the practice, please specify on what criteria the authorizer might base a decision to conduct an audit or monitoring visit (e.g., assessments, referrals, dollar amount of funding, prior years' findings, changes in personnel or other indicators, etc.).

- ☐ d. Conducting a formal renewal and revocation process.

- ☐ e. Centralizing the lottery for all choice schools.

- ☐ f. Encouraging the sharing of best practices between charters and traditional schools.

- ☐ g. Centralizing student accounting (i.e., record school placements and student progress).

F. AUTHORIZER FUNCTIONS (Continued)

- ☐ h. Providing an information system that details school characteristics and performance.

- ☐ i. Providing transportation.

- ☐ j. Adjudicating disputes related to student transfers.

- ☐ k. Treatment of specialized populations (e.g., students with disabilities, English Language Learners, Homeless children and youth, etc.).

- ☐ l. Providing technical assistance.

- ☐ m. Providing a publicly published application timeline and materials.

- ☐ n. Require and/or examine annual, independent financial audits of charter schools.

2. What services under ILCS 105 5/27A/11(b) do you provide at a cost to any charter schools under your authorization? Explain how you determine the cost for each service provided.

G. AUTHORIZER'S OPERATING COSTS AND EXPENSES

1. How many FTE in your organization are assigned to authorizing work? # Exclusive _____
- Please include only FTE assigned exclusively to authorizing work and auxiliary personnel assigned to work at least .25 percent time in charter authorization functions. #> 0.25% _____

2. Does your authorizing office delegate any of its core functions to contractors? ☐ Yes ☐ No

If Yes, please identify what functions have been delegated and identify the contractor(s):

3. What funding sources support the work of your authorizing office?

Check all that apply:

- ☐ a. Authorization fees deducted from each charter school's revenue (specify amount) \$ _____
- ☐ b. Transition Impact Aid
- ☐ c. State appropriations designated for authorizer functions
- ☐ d. The authorizer's general operating budget
- ☐ e. State or federal grants
- ☐ f. Foundation grants
- ☐ g. Other: _____

4. Does your organization have a budget dedicated to authorization of charter schools? ☐ Yes ☐ No

Please include only expenditures related to authorizer powers and duties listed in 105 ILCS 5/27A-7.10(a) and other authorizer functions as may be defined in individual charter contracts. Do not include funds paid to charter schools for their operations, such as per capita funds, federal or state categorical funds, etc.

If Yes, separately attach a breakdown of such budgets for FY24 and FY25. FY24 \$ _____

If No, provide an estimate of your organization's direct costs for authorizing in FY24 and FY25. FY25 \$ _____

H. ADDITIONAL INFORMATION

What support services or trainings you would like to see in terms of operating as an authorizer? Please be as specific as possible.

Providing information on the points below is optional. Please attach additional pages, as necessary, if you choose to address the issues noted.

- Describe any need for changes in the charter approval process as defined in law.
- Describe any “success stories” from the previous two years of authorization.
- Describe any “lessons learned” for local school boards considering a charter proposal.
- Describe the greatest challenges you have faced in the past two years as an authorizer.
- Describe any legislative changes related to charters schools you would like to see addressed in upcoming legislative sessions.