



# Illinois State Board of Education

100 North First Street  
Springfield, Illinois 62777-0001

## GUIDANCE FOR APPEALING A DISTRICT NON-RENEWAL OF AN EXISTING CHARTER AGREEMENT

Please read this entire page **BEFORE** you begin the appeals process to ensure that you submit complete documentation. Additionally, it is **STRONGLY** recommended that charter holders contact Illinois State Board of Education (ISBE) staff in advance of filing to ensure a full understanding of the process. ISBE staff may be reached at 312-814-2220 or [charterappeals@isbe.net](mailto:charterappeals@isbe.net). Once an appeal is filed, all communications must include the local school district because the appeal process is an administrative proceeding.

Additionally, charter holders filing an appeal must use the required documents, provided at <https://www.isbe.net/Pages/CSAppealGuidanceProcessOverview.aspx>

The charter holder must submit a complete appeal packet no later than 21 days after the date the school board voted to revoke or non-renew the charter. Any appeal not submitted within this timeframe will not be considered by the state superintendent.

Appeals must be submitted electronically via [charterappeals@isbe.net](mailto:charterappeals@isbe.net). A copy of the full appeal submission must also be provided to the school district.

### REQUIRED ELEMENTS FOR AN APPEAL OF A NON-RENEWAL DECISION

1. Charter Holder Cover Sheet. (Use the form provided by ISBE.)
2. An appeal memorandum. This document should state the specific reasons why the local school board's decision should be reversed, based on the information available to the charter holder. It must also indicate the specific evidence that supports these assertions. (LIMIT 25 PAGES)
3. A complete copy of the most recent renewal proposal EXACTLY as submitted to the district, INCLUDING all attachments/appendices. (If the non-renewed school is part of a network, submit the renewal proposal for the entire network. Do not submit a partial application specific to the non-renewed campus.)
4. The most recent charter school agreement, including the current accountability standards established for the school.
5. Any district-issued academic performance reports, accountability status reports, and/or annual reviews for all years of the current charter term.
6. A statement of capacity to operate as a Local Education Agency (LEA). This should detail how the school will manage and execute the responsibilities of an LEA, including, but not limited to, transportation, diverse learner services, and food services. (LIMIT 10 PAGES)
7. A five-year budget projection and Year 1 cash-flow statement for the school. (Use the template provided by ISBE.)
8. Any documents the charter holder received from the district regarding the school's eligibility for non-renewal, including, but not limited to, notifications of underperformance or non-compliance, Corrective Action Plans, correspondence, and evaluation documents.
9. Any documents the charter holder received from the district regarding the non-renewal, including, but not limited to, evaluation summaries, recommendation reports, correspondence, and notice of denial.
10. Proof of service that the full appeal submission, as detailed above, was provided to the district.