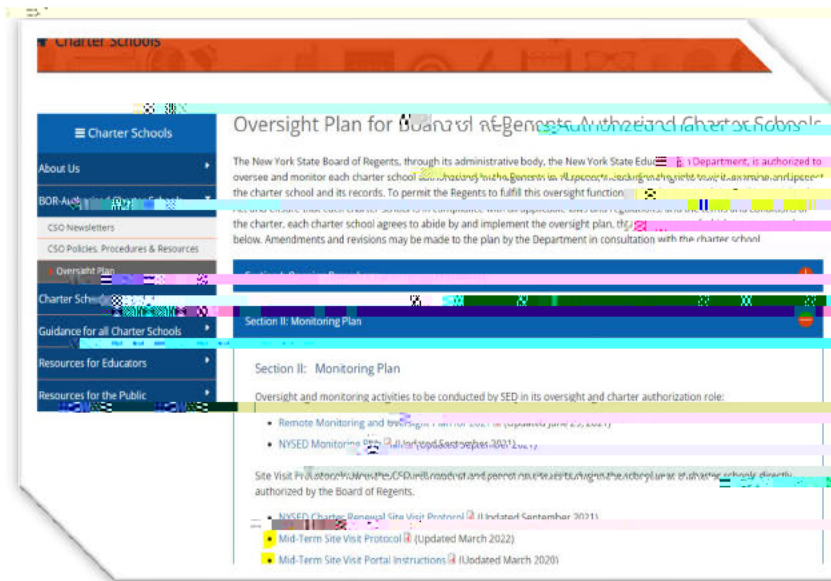
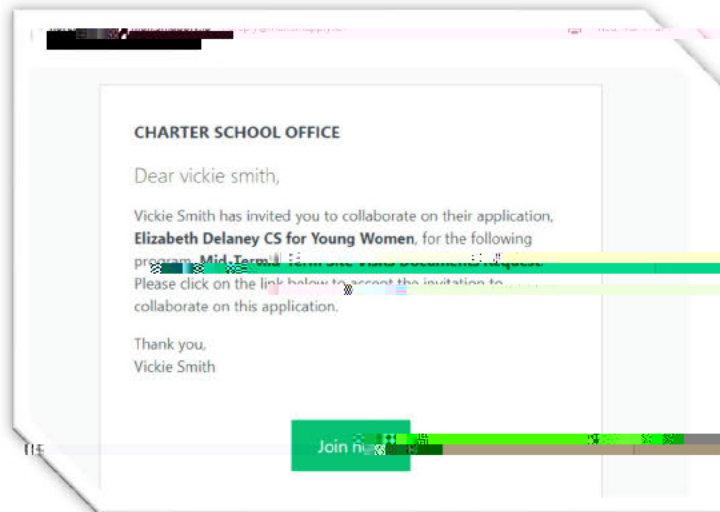




1. To prepare for and to ensure the transparency and fairness of what to expect, please access the [2021-2022 Mid-Term Site Visit Portal Instructions](#) and review thoroughly in its entirety.



2. School Leaders will be contacted by email and will have received an email from the Statewide Portal with an invitation from your CSO Liaison to collaborate on the application. Upon successful login, ownership will transfer to the School Leader. By clicking the link in the email, you will be able to access the portal and begin uploading the requested documents.



Task Progress indicator

TASKS LIST

Click on the link to download the task instructions and click on the task.

1 of 9 required tasks complete

Last edited: Mar 31 2022 04:09 PM (PDT)

REVIEW

SUBMIT

Your tasks

Instructions

Note: Ownership will not change until the school leader clicks on "Join Now"

Kimberly Santiago (Owner)

Collaborators

ADD

Invited: Apr/02/2022

View & edit

Invited: Apr/02/2022

View & edit

Invited: Apr/2/2022

View & edit

School uploads documents for tasks beginning at top of list to help...

CSO only refer to documents that the CSO will upload for liaison and consultant access but will be visible to the school.

School Info Order Agreement (Optional)

Completed on: Mar 31 2022 04:09 PM (PDT)

2015 or 2019 Self-evaluation Tool (Optional)

2021-2022 Organizational Chart

2021-2022 Master School Schedule

Board Materials

Description of School Leadership Eval Process

Description of Teacher Eval Process

Efforts to meet Enrollment/Retention Targets

Admissions and Waitlist Process

Supplemental Data to BIR

General School Improvement Plan (CSO Only) (Optional)

General School Improvement Plan (CSO Only) (Optional)

General School Improvement Plan (CSO Only) (Optional)

General School Improvement Plan (CSO Only) (Optional)

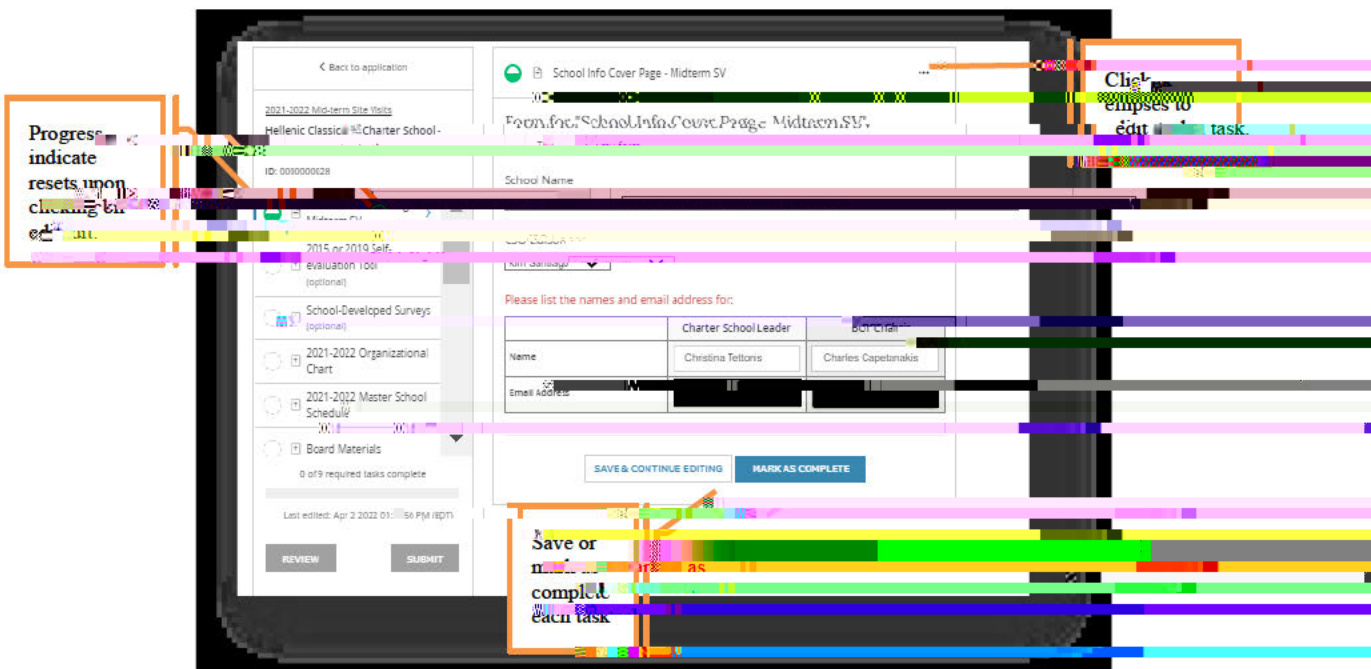
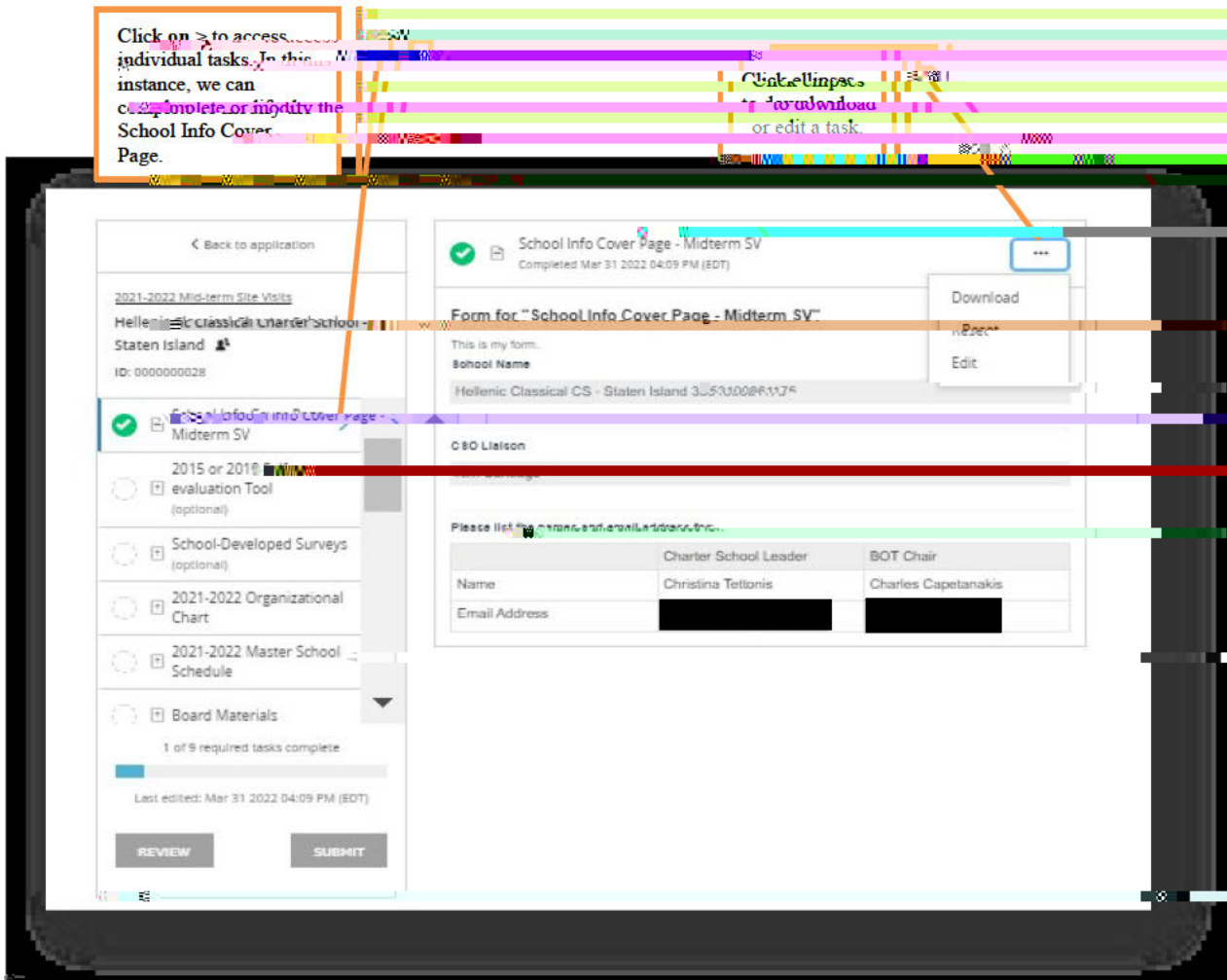
General School Improvement Plan (CSO Only) (Optional)

General School Improvement Plan (CSO Only) (Optional)

General School Improvement Plan (CSO Only) (Optional)

Click on the link to download the task instructions and click on the task.

6. Your CSO liaison may request additional documentation, use additional documents as required to comply with the request. You may also upload additional documentation including ideas, strategies, data or supplemental to highlight the school's success in meeting the performance framework indicators. Please discuss the latter with your liaison first.
7. If necessary you will have the ability to download, edit any task and that it is correct or to an error in the school info and cover page form. If uploading a previously uploaded document for a revised or corrected one using the response (.) and the up right of your cursor. Never click on any results unless you desire to delete all in tasks and for you. None of the files you uploaded are recoverable.



8. A School will be notified when ownership has been transferred from clicking on "Add Collaborator" that an

insert an email address (e.g., progress.iniacinc@comcast.net) before you begin plan or submit each invitation. If you give the right to "view and edit" or "view only," then you will send

The screenshot shows a web interface titled "Collaborators". At the top, it says "Add collaborators to view or contribute to this application". Below this is a form with the following elements:

- An "Email address" field with a redacted email address.
- A "Type of access" section with two radio buttons: "View & edit" (which is selected) and "View only".
- A "Message (optional)" text area containing the text: "You have been added to the [redacted] account with [redacted] access. If you do not see this invitation, whether for a [redacted] or [redacted]".
- A blue "SEND INVITE" button at the bottom right.

9. The invites will receive an email from [redacted] with an invitation to collaborate. If you are not the "John" you see in the email initially, the invite will be added as another collaborator to the same account.
10. Please make sure that collaborators are all using the same email address as you create more than the one account. If you use different email addresses, multiple invites will be created.
11. The account owner is the only person who can submit, mark the submission as for it to be sent to the CSO. And then you are done! The owner and all who are visible from the school will receive a date-stamped receipt via email acknowledging the submission.
12. Please feel free to contact your liaison for any questions and Patrick Garrett at [redacted] or [redacted] for technical assistance.

Thank you!

Charter Schools Office
Performance Oversight Team
charterschools.ny.gov
518-474-1376