

## Charter Application Response Guidelines

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### Overview

- **Function of Responses:** Applicant groups will have two opportunities to submit responses. The opportunities to respond have different functions.
  - First Response:** After receiving a draft recommendation from the third-party evaluator, applicant groups may submit a five page response in which they (a) amend their charter application, (b) point out factual inaccuracies in the recommendation provided by the third-party evaluator, or (c) some combination of both (a) and (b). The third-party evaluator may use the interview as an opportunity to ask follow-up questions to information included in a response.
  - Second Response:** After receiving an official recommendation from the third-party evaluator, applicant groups have the option of submitting a one page response in which they point out factual inaccuracies in the recommendation provided by the evaluator. NOTE: this is not an opportunity to amend the information that you provided in your application, response, or interview – similarly, this is not an opportunity to introduce new information.
- **Who Should Submit a Response:** Any applicant group has the option to submit responses.
- **Submission Instructions:** Your response should be clearly labeled with the name of your non-profit organization and saved as a PDF file (ApplicantName\_Response). As indicated in the table below you will have the opportunity to respond to the evaluator’s draft and official recommendations. The response to the draft recommendation has a five page limit and the response to the official recommendation has a one page limit.

### First Response (5 Pages Only)

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The first response process provides all charter applicants with an opportunity to adjust their proposals so that proposals align more closely with the needs of Louisiana’s students.

In your first response, your charter group may make an amendment to your application in response to one or more of the standards for which the third-party evaluator determines that the evidence currently provided does not meet the standard. Please use the feedback that you have received from the evaluator’s reviews to understand the logic behind the evaluator’s determinations. Please identify the particular standards to which you are responding in your response.

In your five page response, you may articulate a change to any element of a document you submitted. If you are changing a part of your written application, please include those changes as part of your five page response narrative, specifically mentioning which unmet standard the changes address. If changes to the overview template or finances template are needed, you may re-submit those documents along with your five page response. If additional documentation is needed in relation to changes proposed in the five page narrative response, those documents may be submitted in addition to the five page narrative response; those documents will only be used to verify claims made in the five page narrative response.

Your charter group may additionally point out factual inaccuracies in the evaluator’s review. Please do not use the response process to contest the evaluator’s interpretation of a fact.

### Final Response (1 Page Only)

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Both responses provide all applicants with the opportunity to ensure that their evaluation is based upon correct information.

The purpose of the final response is to give applicant groups an opportunity to point out factual inaccuracies in the evaluator’s review. Please do not use the response process to contest the evaluator’s interpretation of a fact.

Again, this is not an opportunity to amend the information that you provided in your application, response, or interview – similarly, this is not an opportunity to introduce new information.

### Format Requirements for Both Responses

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All responses must be written in at least 11-point font, Times New Roman, with one-inch margins.