



IDAHO PUBLIC CHARTER SCHOOL COMMISSION

# GUIDANCE: TRANSFER PETITIONS



Idaho Public Charter School Commission  
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## Welcome

Welcome to the Idaho Public Charter School Commission. This guide will help you navigate the charter transfer process, providing specific information about how to submit a petition to transfer authorization of an existing public charter school from its current authorizer (usually a local school district board) to the Public Charter School Commission (PCSC).

Please use this guide in tandem with the PCSC [Guidance: New Charter Petitions](#). Transfer petitions to the PCSC must meet the same requirements as new petitions, which are described in the [Guidance: New Charter Petitions](#). All of the formatting and most of the submission requirements and deadlines are the same for both new and transfer petitions.

Please contact the PCSC staff with any questions about the transfer process. We are happy to help.

## Transfer Process

Idaho statute describes the charter transfer process. Please see Idaho Code [§33-5205A](#).

The following chart provides an overview of the transfer process. Please note that transfer petitions must go through a few additional steps that are not required for new petitions, while some deadlines that apply to new petitions do not apply to transfers. The inapplicable deadlines include the September 1 submission deadline and the January 1 petition approval deadlines.

Deadline	Task	Notes
None	School and current authorizer agree to the transfer concept	Please meet with your current authorizer to come to an agreement about the idea of proposing a transfer of authorization to the PCSC. Be sure to document this agreement in writing.
None	School updates charter as needed to meet current statutory and PCSC requirements	Statute provides a list of information that petitions must include. Administrative rule provides additional detail regarding these requirements. The following documents provided by the PCSC are designed to help you craft a strong petition: <ul style="list-style-type: none"><li>• <a href="#">Guidance: New Charter Petitions</a></li><li>• <a href="#">Petition Evaluation Report and Standards of Quality</a></li></ul>
None	School and current authorizer agree to the amended charter	Submit your proposed charter amendments to your current authorizer for approval.  Before submitting the transfer application to the PCSC, the school and district authorizer must agree to the charter amendments that are necessary to meet current statutory and PCSC requirements.
None	School submits transfer petition to the PCSC office	The petition submission should include a written agreement to the transfer between your school and your current authorizer, as well as your amended charter.

		<p>Bear in mind that, if the transfer petition is approved by the PCSC, your school and current authorizer will also need to agree to any further charter amendments and the provisions of your new performance certificate in order for the transfer to become final.</p>
<p>Within 12 weeks</p>	<p>PCSC office reviews transfer petition and forms recommendation to the PCSC</p>	<p>During this 12 week period, PCSC staff will provide an initial review of your petition using the same standard that would apply to a new petition and offer you an opportunity to make revisions.</p> <p>PCSC staff also will conduct a board capacity interview during this period. Please see the Board Governance Resources section of the PCSC website for more information.</p> <p>Revisions to your transfer petition must be received at least 30 days prior to the end of the 12-week review period. They must also be received at least 30 days prior to the regular PCSC meeting at which your petition will be considered. Exact timelines are unique to each petition, but don't worry - we'll walk you through it.</p> <p>After any requested revisions are received, we will notify you of your hearing date. We will also advise you of PCSC staff's recommendation (deny, approve, or conditionally approve) so you can best prepare for your hearing.</p>
<p>Prior to the PCSC hearing</p>	<p>All three parties agree to amended charter and performance certificate</p>	<p>If, during the PCSC staff review process, any additional changes are made to the charter, your current district authorizer must agree to those changes. Your current authorizer must also agree to the terms of the new performance certificate that you'll adopt with the PCSC.</p>
<p>None</p>	<p>PCSC considers transfer petition at a public meeting</p>	<p>Your transfer petition will be heard at the earliest regular PCSC meeting that can be accommodated in accordance with the timeline described above.</p> <p>The PCSC may approve, conditionally approve, or deny your transfer petition. There is no option for delaying a decision, so you'll want to be sure the PCSC sees your very best work at this time.</p>

## Helpful Hints and Reminders:

- All 3 parties (school, current authorizer, and PCSC) must agree to the transfer, including any associated charter and performance certificate amendments.
- The PCSC will only consider a transfer petition if it is first agreed to by both the school and the district.
- A transfer petition must meet the same standards as a new charter petition.
- Any school transferring to the PCSC must adopt the PCSC's performance certificate and framework.

## Resources and Contact Information

As you work on your transfer petition, consult the resources below for additional support and please reach out to the PCSC staff with any questions. We are happy to assist you in the transfer process.

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[§33-5205A](#) regarding transfer of charter

[PCSC Guidance: New Charter Petitions](#)

[PCSC Petition Evaluation Report and Standards of Quality](#)