IPCSC

IDAHO PUBLIC CHARTER SCHOOL COMMISSION

Guidance: Transfer Applications

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 an application to transfer authorization of an existing public charter school from its current authorizer (usually a local school district board) to the Idaho Public Charter School Commission (IPCSC).

Transfer applications to the IPCSC must meet the same requirements as new applications, which are described in the *IPCSC Application Guidance*. All the formatting and most of the submission requirements, and deadlines are the same for both new and transfer applications.

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

Transfer Process

Idaho Code 33-5205A describes the charter transfer process.

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

Deadline	Task	Notes
None	School and current authorizer agree to the transfer concept	Meet with your current authorizer to reach an agreement on the intent to propose a transfer of authorization to the Idaho Public Charter School Commission (IPCSC). This agreement should be documented in writing.
None	School updates charter as needed to meet current statutory and IPCSC requirements	Statute provides a list of information that applications must include. The IPCSC has issued additional guidance and evaluation standards to support a compliant submission. Use the IPCSC Application Guidance found on the IPCSC website.
None	School and current authorizer agree to the amended charter	Before submitting the transfer application to the IPCSC, the school and current authorizer must agree to any amendments necessary to align with current statute and IPCSC requirements.

None	School submits transfer application to the IPCSC office	The submission must include: • A written agreement to the transfer between the school and current authorizer, and • The amended charter and supporting documents. If approved, the school and current authorizer must also agree to any further amendments and to the provisions of the new performance certificate for the transfer to become final.
Within 75 days of request	Current authorizer reviews and decides on transfer request	Upon receipt of the transfer request, the current authorizer must approve the request or provide written justification for not approving it within seventy-five (75) days. Failure to act or denial without justification may be appealed.
If denied	Appeal to the Office of Administrative Hearings (OAH)	If the current authorizer denies the request, the charter holder may appeal to the OAH. The appeal follows procedures for contested cases under Chapter 52, Title 67, Idaho Code.
After current authorizer approval	IPCSC staff review and recommendation	The IPCSC conducts a substantive review of the application, applying the same standards as a new charter application. Staff may request revisions and will coordinate a governance interview. Revised materials must be submitted at least thirty (30) days before the IPCSC meeting at which the application will be heard.
Prior to IPCSC hearing	All parties agree to amended charter and performance certificate	If additional changes are made during IPCSC review, the current authorizer must agree to those revisions and to the terms of the new performance certificate.
Prior to the IPCSC hearing	All three parties agree to amended charter and performance certificate	If, during the IPCSC 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 will be adopted with the IPCSC.
Next available IPCSC meeting	IPCSC considers transfer application at a public meeting	The transfer application will be scheduled for the earliest regular IPCSC meeting consistent with public notice requirements. The IPCSC may approve, conditionally approve, or deny the transfer. There is no option to defer a decision.

Helpful Hints and Reminders:

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

Contact Information

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

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Helpful Resources

IPCSC Application Guidance located on the IPCSC website