

## **Draft Administrative Denial Policy & Procedure**

### **I. Policy Statement**

The Utah State Charter School Board (SCSB) is committed to a transparent, fair, and efficient proposal and application review processes. Applications and proposals that fail to meet baseline submission requirements or include material deficiencies may be administratively denied prior to full board consideration. Administrative denial ensures that staff and board resources are devoted to complete and viable proposals and applications.

### **II. Grounds for Administrative Denial**

A proposal or application may be administratively denied if it:

1. Is materially incomplete or missing required sections, appendices, or attachments (e.g., Articles of Incorporation, bylaws, governing board minutes, background forms).
2. Contains falsified, inaccurate, or unverifiable information.
3. Fails to demonstrate governing board capacity, including:
  - Board members who do not complete background sheets.
  - Lack of signature(s).
  - Changes to board composition without necessary notification during proposal and application phase.
4. Does not comply with page limits or formatting requirements outlined in the SCSB application.
5. Misses submission deadlines.
6. Fails to meet statutory or regulatory requirements, including those set forth in Utah Code Title 53G or Utah Administrative Code R277. (e.g., notification to local districts)

### **III. Procedure**

#### **Initial Staff Review**

Within 10 business days of submission, staff review for completeness against the published checklist.

If deficiencies are identified, applicants are notified in writing and provided a cure period of 48 hours. Applicants may submit missing or corrected items within the

cure period. Staff may request clarifications but will not provide substantive coaching at this stage.

#### Final Completeness Determination

If deficiencies remain after the cure period, staff prepare a written Administrative Denial Notice citing specific grounds.

The notice is issued by the Executive Director and placed on record.

### **IV. Applicant Checklist for Completeness**

#### Application Format Notes:

- The body of the proposal is limited to 10 pages and the application is limited to 100 pages. Anything beyond this will not be considered. Excluded from the 100-page limit: cover page, table of contents, required information, appendices, and budget worksheets.
- Scanned documents must be no less than 100% of the original size, except for building floor plans or maps.
- The proposal and application must be submitted as a typed, single PDF file.
- Ensure that your document has Optical Character Recognition (OCR). This allows the text of your PDF to be selectable and searchable.
- Use the school's name as the filename. (example: MyCharterSchool.pdf)

#### Final Checklist:

- Have you typed and saved your application in a single PDF file?
- Have you checked for grammatical errors and spelling mistakes?
- Have you stated things concisely?
- Have you ensured that your document is clear and understandable?
- Have you used section titles, bullets, and headings to help the reviewers follow the main sections of your application?
- Does the cover page contain the proposed charter school name?
- Have you put all sections in order of the complete proposal or application sequence?
- (application only) Have you submitted a copy to each school district office in which your potential charter school may be located?
- When saving to pdf format, did you ensure all pictures, tables, and formatting translated well?
- Have you and all board members signed the application?