



### **2011-2012 Charter School Capital Outlay Plan Sponsor Instructions:**

The deadline for a charter school to submit its component of the online Capital Outlay Plan is **October 28, 2011**. The deadline for a sponsor to review and provide the final submission is **November 30, 2011**. The plan is completed online and can be accessed from the School Choice Website at <https://www.floridaschoolchoice.org>. Once the plan is submitted online, please print a copy and save for your records.

#### **To submit Charter School Capital Outlay Plans follow the instructions below:**

1. Go to <https://www.floridaschoolchoice.org>.
2. Select District Charter Contact Login (left toolbar).
3. Select your school district.
4. Enter your email address
5. Sign in with your district's password. (each district contact is emailed password)
6. Click Capital Outlay Plan (left toolbar).
7. Select highlighted school (available for your review after school has submitted the plan).
8. Enter name acknowledging you are designated to approve the Charter School Capital Outlay Plan on behalf of the School District.
9. Information is presented in view only format.
10. If district does not recommend approval please provide explanation in comment box
11. After review is complete, click "Submit"

Please contact the Office of Educational Facilities with questions concerning the allocation of capital outlay funding at (850) 245-0945, or by e-mail at [chartercapital@fldoe.org](mailto:chartercapital@fldoe.org). For questions concerning the online Capital Outlay Plan, please contact the Office of Independent Education and Parental Choice at (850) 245-0502, or by e-mail at [charterschools@fldoe.org](mailto:charterschools@fldoe.org).