



2011-2012 Online Capital Outlay Plan Instructions Charter School Administrators

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 access your school's Capital Outlay Plan follow the instructions below:

1. Go to <https://www.floridaschoolchoice.org>.
2. Select Charter School login (left toolbar).
3. Select your school district.
4. Enter the school's 4 digit school code (MSID).
5. Sign in with your password. (passwords are emailed to schools)
6. Select Capital Outlay Plan.

Eligibility Requirements:

To be eligible, a charter school must meet at least one of the following five criteria:

- Have been in operation for three or more years (i.e., the beginning of the fourth year of operation); or
- Be governed by a governing board established in the state for three or more years which operates both charter schools and conversion charter schools within the state; or
- Be an expanded feeder chain of a charter school within the same school district that is currently receiving charter school capital outlay funds; or
- Be accredited by the Commission on Schools of the Southern Association of Colleges and Schools (SACS); or
- Serve students in facilities that are provided by a business partner for a charter school-in-the-workplace pursuant to Section 1002.33(15)(b), F.S.

2. To be eligible, a charter school must meet all of the following criteria:

- Have financial stability for future operation as a charter school; and

- Have satisfactory student achievement based on state accountability standards applicable to the charter school; and
- Have received final approval from its sponsor pursuant to Section 1002.33, F.S., for operation during that fiscal year; and
- Serve students in facilities that are not provided by the charter school's sponsor (that is, an educational facility that is included in the Florida Inventory of School Houses -- or "FISH" -- would not be eligible).

Print a copy of the document for your records.

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. 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.