



Metropolitan Campus Application Portfolio Timeline

Completing the application to open a new district school is a rigorous process that will require applicants to form applicant teams, work together closely over time, and develop a thorough New School Application Portfolio. The documents that each applicant team creates are meant to be ones that could be used in the new school and should reflect the applicant team's fundamental beliefs about education. Please note the New School Application process for this campus is on an accelerated timeline. For more information about the DOE process please refer to the *New Public Schools In New York City: Creating New Schools for 2010 & 2011*

New School Abstract and Application Consultation	Applicant teams interested in one-on-one consultation may contact Nathan Horton at nhorton@schools.nyc.gov .	Summer: One-on-one consultation by request June – August 2009
New School Application Abstract Submitted	The Application Abstract will clearly articulate the mission and vision of the proposed school and should draw from professional development workshops and understanding of community needs.	Deadline: 9-12 School: September 1, 2009 6-12 School: September 1, 2009
Community Engagement	Applicant teams will meet with Community School District (CSD) leaders of targeted communities to share new school ideas and collect information on community needs and interests. The engagement will occur by district on the elementary and middle school levels and by borough on the high school level. Portfolio will provide more information on schedules.	9-12 School: September 2009 6-12 School: Sept.-Nov. 2009
New School Application Portfolio Submitted	Informed by the Elements of Effective Schools and feedback from targeted communities, applications should reflect what each applicant team believes will lead to the development of a viable and successful school.	Deadline: 9-12 School: October 13, 2009 6-12 School: November 3, 2009
Interviews	Teams with the most well-developed Application Portfolios will be invited to interview with a panel assembled by the Office of Portfolio Planning. The interview will provide the applicant team with an opportunity to answer questions about the application's quality and demonstrate the team's capacity to build a new school.	9-12 School: October 2009 6-12 School: November 2009
Approval	The interview panel will make recommendations to the Chancellor for final approval of all new schools.	9-12 School: Nov. 2009-Jan.2010 6-12 School: Nov. 2009-Jan.2010
Implementing the School Proposal	The application is the beginning framework of the vision for the school to open in September 2010. The New School Intensive is a structured preparation program designed to support school leaders and their teams as they develop the educational program, professional development plans, and community engagement strategy. The New School Intensive addresses the numerous educational and operational issues necessary to open successfully.	February – August 2010