



Renewal Protocol

Renewal Process

Pursuant to T.C.A. § 49-13-121, Commission Policy 3.600,¹ and charter renewal guidance issued by the State Board of Education, a school will undergo a rigorous renewal process beginning in the year prior to the final year of the charter agreement. This process includes the school's performance in alignment with the Commission's renewal criteria and the charter school's performance standards in its charter agreement, as well as any additional evidence and improvements undertaken during the charter term. The renewal application shall also require each charter school to present its plans for the next charter term. The school may also provide a response to the Commission's cumulative performance report and submit any corrections or clarifications for the report within the renewal application.

The Commission's process for renewal includes the following items:

- A cumulative performance report provided by Commission staff to the applicant by January 1 of the year prior to the final year of the charter agreement.
- A [full renewal application](#) submitted by the applicant to the Commission.
- A review committee convened comprised of both internal and external experts to review the application and score it in alignment with the Commission's scoring rubric.
- A renewal interview, similar to a capacity interview, will be conducted to address any initial questions that may not be addressed at the site visit.
- A renewal site visit (early fall) where Commission staff visit the school and generate a renewal site visit report as well as addressing any remaining questions from the committee's review of the application
- A public hearing at or near the school to hear from constituents regarding the renewal. In advance of the public hearing, a preliminary recommendation will be provided to the school and questions related to the recommendation will be asked during the hearing. The school will have an opportunity to respond to the Executive Director's preliminary recommendation during the hearing.
- A final recommendation from the Executive Director along with a review committee report and a site visit report that is presented to the Commission. The final

¹ All [Commission rules and policies](#) may be found on the [Commission's website](#).

recommendation will include any additional evidence gathered through the public hearing process.

- A formal Commission decision regarding the renewal and a new charter agreement (if approved).
- Notification by the Commission to the school of the renewal decision.

Timeline and Action Steps for Renewal

Year Prior to Final Year of Charter Agreement

- November
 - Commission staff schedule a renewal kick off call with the school to review the protocol and explain the process.
- January
 - Commission staff sends cumulative performance report to the school up for renewal by January 1.
 - School may begin writing the renewal application.²
 - School should respond to the cumulative performance report and may provide a response or submit any corrections or clarifications to the report within the renewal application.
 - Commission staff provide applicant the Teams link for uploading the application.
- April
 - School submits application to Teams channel and notifies Commission staff of submission by April 1. If April 1 is a holiday or a weekend, Commission staff will communicate the alternate deadline.
- May – July
 - The Commission convenes a review committee of both internal and external reviewers.
 - Review committee reviews and scores the submitted application against the Commission's scoring rubric.
 - Capacity interview will take place in late June.
 - Commission staff schedule the renewal site visit for early September of the following school year.

² [Charter School Renewal Application](https://www.tn.gov/education/families/school-options/charter-schools/charter-school-application/charter-school-renewal-application.html): <https://www.tn.gov/education/families/school-options/charter-schools/charter-school-application/charter-school-renewal-application.html>

Final Year of Charter Agreement

- September
 - Commission staff complete a renewal site visit.
 - During the site visit, Commission staff (and potentially external review committee members) will meet with the leadership team and governing board to ask remaining questions from the submitted application.
- October
 - Commission staff send preliminary Executive Director's recommendation along with the review committee report and site visit report to school.
- November
 - Commission staff conducts a public hearing at or near the school.
- December/January
 - Executive Director finalizes the recommendation to the Commission based on the findings of the public hearing.
 - Final recommendation is shared publicly ahead of the meeting.
- January (No later than February 1)
 - Commission decision on renewal during scheduled January Commission meeting.
 - Commission notifies the school in writing of the renewal decision.
- March/April
 - If not approved in January, the new charter agreement is drafted and brought before Commission for approval.

Cumulative Performance Report

The Commission will provide all schools up for renewal a cumulative performance report by January 1 of the year in which the school will submit the renewal application. The performance report shall summarize the charter school's performance record to date over the charter term based on the data required by law, the Commission, and the charter agreement. The report shall include the Commission's summative findings concerning the charter school's performance against the Commission's renewal standards and criteria. It shall describe the charter school's prospects for renewal at the time of the report and include notice of any weaknesses or concerns perceived by the Commission concerning the charter school that may jeopardize its position in seeking renewal if not timely rectified.³

³ Commission Policy 3.600

In the event that there is missing annual performance data, the Commission will utilize the following:

- Publicly available performance data available on the TDOE website for the charter term
- Performance reports provided to the school prior to Commission authorization
- Any other Commission reporting, if available

The school may provide a response to the Commission's cumulative performance report and submit any corrections or clarifications for the report within the renewal application.⁴

Renewal Criteria

In 2025, the Commission established longstanding renewal criteria for schools in alignment with Commission Policy 3.700 School Performance Framework. Commission Policy 3.600 outlines the Commission's renewal criteria. These renewal criteria are used in addition to the renewal application rubric and the Commission's school performance framework expectations. The school's performance in alignment with the renewal criteria is provided to operators at the preliminary renewal overview meeting in November and is available within Commission Policy 3.600.

Review Committee Report

The Commission will convene a review committee of both internal and external experts to review the submitted renewal application and score it in alignment to the Commission's Scoring Rubric for renewals. The Renewal Review Committee will conduct a capacity interview with the school to address preliminary questions. Governing board participation in this capacity interview may be requested. All other questions or concerns will be addressed at the school site visit in September. Commission staff will share findings and questions from the review committee report with the operator ahead of the site visit.

Renewal Site Visit Report

Commission review committee members will compile a renewal site visit report. This report will be aligned to the renewal criteria and the renewal application review. Both this report and the review committee report will be exhibits within the Executive Director's Recommendation.

⁴ Commission Policy 3.600

Public Hearing

The renewal public hearing will take place in the fall after the renewal site visit and after a preliminary recommendation is provided to the operator, typically in November. This public hearing is an opportunity for Commission staff to hear from stakeholders as well as address any final questions that may exist, particularly in response to the provided recommendation. Operators will be given twenty minutes of this hearing to respond to the recommendation.

Final Executive Director's Recommendation

This recommendation will include a full procedural history of the renewal process, a thorough analysis of both the Review Committee Report and Site Visit Report and updates from the public hearing. This report will include a recommendation to the Commission regarding the renewal application. The Commissioners are not bound by the Executive Director's Recommendation. Commission decisions will be made prior to February 1.