



Fluid Review Tutorial

Spring 2018 Charter School Application



Sign up for Fluid Review

Sign up for Fluid Review



- ▶ Applicants must first Sign Up to use Fluid Review
- ▶ To register, click here for OPSB's Charter Application Site: <https://opsb-charter-rfa.fluidreview.com/>
- ▶ On the first page, you will find a button for those who **Need an Account**
- ▶ When signing up, you will also indicate which type of application you plan to submit
 - ▶ New Operators
 - ▶ Experienced Operator



The screenshot shows the homepage of the Orleans Parish School Board's 2017 Charter School Request for Applications. The page features the OPSB logo, a header with "Orleans Parish School Board" and "2017 Charter School Request for Applications", and navigation links for "Web Links" and "Help". A red notice states that the board has received authorization from the Louisiana Department of Education to operate a second charter approval process. Below this, there is a section for "Important Eligibility Information" detailing requirements for charter applications. A "Sign In" section includes fields for email and password, with a "Sign In »" button and a link for "Trouble Signing In?". A yellow box highlights the "Need An Account?" section, which contains a "Sign Up »" button. A large blue arrow points to this button. The page also includes sections for "Anticipated Timeline for the additional 2017 Charter RFA Process", "Public Disclosure", and "Application Contact".

Web Links Help



Orleans Parish School Board

2017 Charter School Request for Applications

The Orleans Parish School Board has received authorization from the Louisiana Department of Education to operate a second charter approval process this year. The goal of the additional charter application period is to give approved operators ample time to transition in staff and administration for the 2018 - 2019 school year.

Important Eligibility Information

Louisiana law sets out specific requirements for all groups submitting charter applications:

- Only nonprofit organizations may hold charters in Louisiana.
- Application teams must include three Louisiana teachers certified by the State Board of Elementary and Secondary Education.

All applicants must meet these eligibility requirements in order to submit a full application.

Anticipated Timeline for the additional 2017 Charter RFA Process

Note: Orleans Parish School Board follows the timeline for charter applications approved by the Louisiana Board of Elementary and Secondary Education..

OPSB plans to release the additional Request For Applications (RFAs) on Tuesday, August 1, 2017. Applications will be received through August 31, 2017, with final recommendations to be presented to OPSB during its December Board Business Meeting on Thursday, December 14, 2017. Any provider without an existing OPSB charter that is interested in potentially converting or transitioning a school for the 2018 - 2019 school year is encouraged to apply during this cycle.

Public Disclosure

All charter school application materials submitted to OPSB become public records, pursuant to the Louisiana Public Records Law, LSA-RS 44:1 et seq.

Application Contact

For any questions or concerns regarding the 2017 OPSB Charter School RFA, please contact Forrest Collins, Director of New School Development by email: forrest_collins@opsb.us.

Sign In

Email:

Password:

Sign In » Trouble Signing In?

Need An Account?

Sign Up »

Sign-Up for Fluid Review



- ▶ Enter the name of the main point of contact for the application
- ▶ Enter an email address where this person can be contacted
 - ▶ This email address may be used by the OPSB Strategy Office to contact you in the event there are questions about the application submission
- ▶ Create a password and confirm it

Ready to go?

We just need a bit more information from you before you can start. Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly! If you already have an account, you can [log in here](#).

Full name:

John Smith

Email:

you@example.com

Create a password:

Create a password

Confirm your password:

Could you repeat that?

Sign-Up for Fluid Review



- ▶ Add a logo or photo to represent your organization (optional)
- ▶ Select your applicant category
 - ▶ New Operator
 - ▶ Experienced Operators
- ▶ Enter your local time zone
 - ▶ Entering your local time zone will ensure that deadlines are set to your local time zone
- ▶ Complete registration

A screenshot of a web registration form. At the top, it says "Add an Avatar:". Below that is "Upload a Picture:" with a "Choose File" button and the text "No file chosen". There is also a "Take a Picture:" button. The "Category" section has a dropdown menu with "Please select..." at the top, which is highlighted in blue. Below it are "Experienced Charter Operators" and "New Operators". At the bottom, there is a yellow box with the text "By registering, you agree to receive email communications from us. You may unsubscribe at any time." and a "Register" button.

Sign-Up for Fluid Review



- ▶ If your applicant team does not have an existing application, one will need to be created
- ▶ To start the application for the year, select **Create a New Submission** and select your application type
- ▶ Select **Get Started** to create your new submission

A screenshot of the Orleans Parish School Board's website for the 2017 Charter School Request for Applications. The page features the school board's logo and title. Below the header, there are navigation links for "Home" and "Submissions". A personalized greeting "Hi, Peter" is followed by the message "You haven't submitted anything yet." A section titled "Create a new submission?" prompts the user to fill out necessary information. A "Category:" label is followed by a dropdown menu. The dropdown menu is open, showing options: "--Please Choose--", "--Please Choose--", "Experienced Charter Operators", and "New Operators". A blue arrow points to the dropdown menu. Below the dropdown is a "Get Started" button. At the bottom of the page, there are links for "Terms of Use" and "Privacy Policy".

Orleans Parish School Board

2017 Charter School Request for Applications

Home

Submissions

Hi, Peter

You haven't submitted anything yet.

Create a new submission?

Please fill any of the necessary information shown below (if applicable) to get started.

Category:

--Please Choose--

--Please Choose--

Experienced Charter Operators

New Operators

Get Started


Terms of Use Privacy Policy

Submit Documents via Fluid Review



- ▶ Sign-in to Fluid Review
- ▶ If your organization has not started an application for this year, select **Create a New Submission**
- ▶ Select your application type
- ▶ Enter a name for your application submission
 - ▶ The title of your application should be the **SCHOOL NAME** of the school you intent to open
 - ▶ If your school name and CMO name are separate, please format as **CMO – SCHOOL NAME**
- ▶ Select **Get Started** to create your new submission

[Resources & Attachments](#) [Web Links](#) [Resources](#) [Settings](#) [Help](#)



Orleans Parish School Board

2016 Charter School Request for Applications

[Home](#)

Submissions

Your Tasks

Task	Status	Actions
Part 1: Notice of Intent & Eligibility	INCOMPLETE	Continue

Please upload a single pdf document to submit the Part 1: Notice of Intent and Initial Eligibility Determination

Hi, T
You haven't submitted anything yet.

Create a new submission?

Please fill any of the necessary information shown below (if applicable) to get started.

Category: ☒

Please enter a name for your submission:



Renaming your application



- ▶ To edit the name of your application, select **Edit Information**
- ▶ You will have the opportunity to edit the name of your application
- ▶ Select **Save** to save the changes you have made

This screenshot shows the top portion of the Orleans Parish School Board's application portal. At the top right are links for "Resources & Attachments", "Web Links", "Resources", "Settings", and "Help". On the left is the school board's logo. To the right of the logo, the text "Orleans Parish School Board" and "2016 Charter School Request for Applications" is displayed. Below this, a breadcrumb trail reads "Home » New Submission - TK". The main heading is "New Submission - TK (11NO-0008)". Underneath is a section titled "Application Round". On the right side of the page, there is a yellow box containing two buttons: "Edit Information" (with a pencil icon) and "Progress". A blue arrow points from the "Edit Information" button towards the left.This screenshot shows the "Edit Submission" form for the application "New Submission - TK". The breadcrumb trail is "Home » New Submission - TK". The form title is "Edit Submission New Submission - TK". Below the title, it says "Please enter a name for your submission" followed by a text input field containing "New Submission - TK". At the bottom left of the form, there are two buttons: "Save" and "Cancel". A blue arrow points from the "Save" button towards the left.

Managing your application



- ▶ To add additional members to your application, select **Add Member**
 - ▶ You can set access for new members (Owner, Standard User, Read-Only)
- ▶ To remove members or modify member access, select **Edit Members**
- ▶ To withdraw your application, select **Withdraw Application**
 - ▶ You will be asked to confirm that you wish to withdraw the application
 - ▶ Please note, if you select **ok**, your team will no longer be able to access your application and this action cannot be undone.

The screenshot shows the Orleans Parish School Board's application portal. At the top, there's a navigation bar with links: Resources & Attachments, Web Links, Resources, Settings, and Help. Below this is the Orleans Parish School Board logo and the title "Orleans Parish School Board" followed by "2016 Charter School Request for Applications". A breadcrumb trail shows "Home > New Submission - TK". The main heading is "New Submission - TK (TINO-0008)". Below this is a section titled "Application Round" which contains a table with columns: Task, Deadline, Status, and Actions. The table has one row: "Part 1: NOI and Eligibility Packet" with a deadline of "01/29/2016 12:00:00 PM CST", a status of "INCOMPLETE", and an action of "Start". To the right of the table, there's a sidebar with a button "Edit Information", a "Progress" section stating "This submission is 0.0% complete. You still need to:", and a list of tasks: "Complete task 'Part 1: NOI and Eligibility Packet'", "Complete proposal", and "Cover sheet".The screenshot shows the "Members" section of the application portal. It features a list of members, currently showing "T Knox (Owner)". Below the list are three buttons: "Add Member", "Edit Members", and "Withdraw Application". A large blue arrow points from the "Start" button in the application round table of the previous screenshot to this "Members" section.



Submitting Your Documents

Charter RFA Part 1: Eligibility Determination & Threshold for Evaluation

Submit via Fluid Review



- ▶ Guidance and directions for Part 1: Eligibility Determination & Threshold for Evaluation are posted on the Fluid Review Application page
- ▶ To start Part 1 select **Start**

The screenshot shows the Fluid Review application interface for the Orleans Parish School Board. At the top, the board's logo and name are displayed, along with the title "2017 Charter School Request for Applications". A green notification bar states "Your submission has been created." Below this, the user is logged in as "Peter Pan's Application (NO-0005)". The main section is titled "Part I: Eligibility and Prospectus" and includes instructions to review the "Fall 2017 Part 1 Application Guidance". A red deadline notice states: "Deadline for all participating applicants is 12:00 p.m. CDT on Monday, August 7, 2017." A link for "Eligibility and Prospectus Submission" is provided, along with instructions to use the template provided by OPSB and save documents as a single PDF file named "OPERATORNAME.2017Prospectus.pdf". A table lists the tasks, deadlines, status, and actions for the application. The first task, "Part I: Eligibility and Prospectus Packet", has a deadline of "08/07/2017 12:00:00 PM UTC" and a status of "INCOMPLETE". A blue arrow points to the "Start" button in the "Actions" column for this task. Below the table, there is a note about using templates and including teacher certifications. On the right side, a "Progress" section shows the submission is 0.0% complete, and a "Members" section lists the user "Peter Pan (Owner)" with buttons for "Add Member", "Edit Members", and "Withdraw Submission".

Orleans Parish School Board

2017 Charter School Request for Applications

Web Links Settings Help

Your submission has been created.

Home » Peter Pan's Application

Peter Pan's Application (NO-0005)

Part I: Eligibility and Prospectus

For instructions on Part I: Eligibility and Prospectus, please review Fall 2017 Part 1 Application Guidance.

Deadline for all participating applicants is 12:00 p.m. CDT on Monday, August 7, 2017.

Eligibility and Prospectus Submission

Use the template provided by OPSB to prepare your submission. When you have compiled all required documents, save them as a single PDF file, named according to this convention OPERATORNAME.2017Prospectus.pdf.

Task	Deadline	Status	Actions
Part I: Eligibility and Prospectus Packet	08/07/2017 12:00:00 PM UTC	INCOMPLETE	Start

Use the templates provided here: Fall 2017 Charter RFA Part 1 - Forms.
In addition, please be sure to include copies of your identified teachers LA Teacher Certifications.

Progress

This submission is 0.0% complete. You still need to:

- Complete task "Part I: Eligibility and Prospectus Packet"

Members

Peter Pan (Owner)

Add Member

Edit Members

Withdraw Submission

Charter RFA Part 1: Eligibility Determination & Threshold for Evaluation

Submit via Fluid Review



- ▶ To submit Part 1: Eligibility Determination & Threshold for Evaluation, first collect all of the required documents
- ▶ Save all documents as PDFs and upload according to the template
- ▶ Select **Choose File** to locate the document on your computer or device
- ▶ Select **Submit** to complete

The screenshot shows the Orleans Parish School Board's website for the 2017 Charter School Request for Applications. The page title is "Orleans Parish School Board" and the subtitle is "2017 Charter School Request for Applications". There are links for "Web Links", "Settings", and "Help" in the top right corner. The breadcrumb trail shows "Home » Peter Pan's Application » Part I: Eligibility and Prospectus ...". A "Back" button is in the top right. The main heading is "Part I: Eligibility and Prospectus Packet". Below this, it says "Use the templates provided here: [Fall 2017 Charter RFA Part 1 - Forms](#). In addition, please be sure to include copies of your identified teachers LA Teacher Certifications." The document upload section is highlighted with a blue arrow. It contains a "Document:" label, a "Choose File" button, the text "No file chosen", and a "Submit" button. To the right, under "File Types Supported:", it lists "Portable Document Format File (.pdf)".

Charter RFA Part 1: Eligibility Determination & Threshold for Evaluation

Submit via Fluid Review



- ▶ Your submission is now recorded
- ▶ You will see that Part 1: Eligibility Determination & Threshold for Evaluation is now **Complete**
- ▶ To view your submitted document, select **View**
- ▶ If you need to make changes or remove the document you have uploaded, select **Edit** or **Delete**

The screenshot shows the "New Submission - TK" page for the Orleans Parish School Board. At the top, there's a navigation bar with links: "Resources & Attachments", "Web Links", "Resources", "Settings", and "Help". Below this is the school board's logo and the title "Orleans Parish School Board" followed by "2016 Charter School Request for Applications". A breadcrumb trail shows "Home > New Submission - TK". The main heading is "New Submission - TK (TINO-0008)". Below this is a table titled "Application Round".

Task	Deadline	Status	Actions
Submit Part 1: NOI and Eligibility Packet	01/29/2016 12:00:00 PM CST	COMPLETE	View

A blue arrow points from the "View" link in the table to the "Submit Part 1: NOI and Eligibility Packet" task. Below the table, there is a paragraph of text: "All prospective applicants must complete Part 1 of the 2016 RFA... of Intent and Eligibility Packet AND must receive confirmation of eligibility from the OPSB Charter School Office BEFORE submitting a full application." Another paragraph follows: "The OPSB Portfolio Office will provide prospective applicants with a single review of eligibility documentation prior to the submission deadline. Applicants wishing to receive an Early Eligibility Review must submit documents no later than 12:00 p.m. CST, Wednesday, January 20, 2016." A final paragraph says: "Upload your NOI and Eligibility Packet here. Use the template provided by OPSB to prepare your submission. When you have compiled all required documents, save them as a single PDF file, named according to this convention OPERATORNAME_NOI.pdf." On the right side of the page, there are buttons for "Edit Information" and "Download submission", and a "Progress" section indicating "This submission is 0.2% complete. You still need to:" followed by a list of tasks: "Complete task 'Proposal Coversheet'", "Complete task 'Proposal Narrative'", "Complete task 'Attachment 1: Curriculum Plans'", "Complete task 'Attachment 2: Academic Standards'", "Complete task 'Attachment 3: Calendar & Schedule'", "Complete task 'Attachment 6: School Leader Docs'", and "Complete task 'Attachment 7:'".