Remote Charter Academy (RCA) Application Instructions (For Operating Schools Only)

Please review this document in full if your school is interested in applying to operate a Remote Charter Academy (RCA) for the 2027–2028 school year.

⚠️ **Note:** These instructions apply only to existing charter schools. New charter applicants must apply through the standard charter application process.

Background

Legislation allows operating charter schools to apply to add an RCA. If your school would like to pursue this opportunity, please follow the steps below.

Steps to Apply

1. **Review the resources**
    - See the attached PDFs for the RCA application and related legislation
    - Do not use this sample application to apply; it is provided solely as a reference to demonstrate the required components.
    - There are two routes:
      1. Amendment Route:
      If the Remote Charter Academy is projected to serve fewer than **250 students**, the school may apply for an amendment to its existing charter to add the remote option. The Charter Schools Review Board must approve the amendment.
      2. Separate Charter Route:
      If a school operates under a charter that allows a remote academy and enrolls or intends to enroll **250 or more students** in the remote academy, <u>the school may request that the Charter Schools Review Board grant the remote academy portion of the school a separate charter.</u>

2. **Confirm readiness**
    - Determine if your school meets the requirements and wishes to apply.

3. **Secure board approval**
    - Formal board approval is required.
    - Board minutes are required for your application submission.

4. **Request an Epicenter task**
    - Email Julie Whetzel (Julie.Whetzel@dpi.nc.gov) to request the task.
    - Once requested, OCS staff will assign the task in Epicenter.

5. **Complete and upload application materials**
    - Submit the Remote Charter Academy application, budget, and all other supporting documents as outlined in the Epicenter task.
    - You cannot apply until the Epicenter task has been assigned.

6. **Application review process**
    - OCS staff will review applications and provide feedback as needed.
    - Once deemed complete, applications will be forwarded to the Charter Schools Review Board (CSRB) for approval.
    - Your board chair and/or school leader must attend an interview with the CSRB.
    - Interviews will be scheduled in the order applications are received and will take place at the **February or March 2027 CSRB meetings.**

7. **Past examples:**
    - You may view previous RCA submissions:
        - February 2026
        - March 2026
    - You can also watch livestream recordings of prior RCA interviews:
        - February 2026
        - March 2026

Application Deadline

Friday, January 15, 2027, at 5:00 PM EST

Questions

After reviewing the attached materials, please direct any additional questions to:
Julie Whetzel – Julie.Whetzel@dpi.nc.gov