

# CHARTER PETITION SUBMISSION

## TRUSD Guidelines for New Charter Petition Submissions

### CHARTER OVERSIGHT CONTACT:

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### PROFILE

Twin Rivers Unified School District acts as the charter school authorizer for schools within the district boundaries. The District is responsible for reviewing charter petitions and fully vetting them. Below is a summary of the process for submission of a new charter petition

### STEP 1

### COMMUNICATE

- Before bringing a new Petition to the District Office, communicate intent to submit a petition by emailing or calling the Charter Oversight Contact person listed above.
- This should be done at least 2 weeks before the intended submission date.

### STEP 2

### PETITION SUBMISSION

On the scheduled submission date, bring the following items with you to the district:

- One hard copy of the petition in a 3 ringed binder. (Avoid complex binding)
- Certification that the petition is complete (see FCMAT Document, page 8 [LINK HERE](#) for certification page.)
- A flash drive with the entire petition and all attachments (Digital copies should be in Microsoft Word or Excel format whenever possible. PDF or scanned versions are acceptable if Word and/or Excel versions are not available)

### STEP 3

### REVIEW AND FINDINGS PROCESS

The Twin Rivers contact person(s) will communicate timelines, expectations, and protocols for the public hearings and be available for questions throughout the process.

**IMPORTANT NOTE:** Charter Petitions must always be submitted directly to the Charter Oversight Contact person listed at the top of this page. Front desk reception will not receive petitions. To ensure someone is available to receive your petition, please be sure to follow the steps above.