

# Public Charter Schools Application for a Tuition Cost Rate

## Checklist for Completion and Submission of Application

### Download the Excel Application

- Click on the [2025-26 Public Charter Schools Tuition Cost Application](#) link. The application will be downloaded to your computer.
- Click enable editing or enable content. Save the application to your computer with the name of the public charter school.
- The application must be filled out in the same order as the tabs that appear at the bottom of the application form. See the guidance document titled [2025-26 Public Charter Schools Tuition Cost Guidance](#) for details about how to complete each tab.
- The table below provides a color code guide for the cells that appear in the application. **Please note that only the cells colored in light green are fillable.**

Cell Color	Functionality Description
No Color	Locked cell, no data entry allowed. Data summarized and pulled from staff workbooks. For accessibility purposes, N/A appears in some of the white cells.
Light Orange	Non-editable cell, no data entry allowed. Indicates subtotal or total cells/amounts.
Light Green	Fillable cell, data entry allowed. Enter data/amounts relevant to the category or cost item.
Light Grey	Locked cells, no data entry allowed. For accessibility purposes, N/A appears in each of these cells.

### General Requirements

- Attempting to unprotect the application file or altering it in any way may disqualify the application from being reviewed. For assistance, contact the CDE Tuition Cost Administrator at [Schmit\\_L@cde.state.co.us](mailto:Schmit_L@cde.state.co.us) or 720-916-6123.
- To determine if a cost should be reported as SPED vs. Reg Ed, ask if the cost would be necessary if there were no SPED students in the school. If yes, it should be reported as a Reg Ed cost on tab 7. Alternatively, ask if the cost is generated by the student's Reg ED or SPED program.
- Avoid the use of acronyms when specifying details for purchased services and revenues.
- A dropdown menu for job codes specific to each workbook appearing on tabs 2 through 4

is provided. Job codes that end with a PS are for purchased services (e.g., 200PS, 300PS, etc.). If claiming purchased services in the application, it must be verified that the individual whom the contractor provides is properly licensed for the duties that they will be performing. When choosing a purchased service from the dropdown menus, the columns for the social security number and the benefits will be blacked out.

### **Requirements for Program Identification Form\_Tab 1**

- Certification signatures by the charter school administrator and the special education director at the administrative unit of attendance are required. Signatures must be original. The two-page form on tab 1 must be printed, signed with a hand-written signature, and scanned as a PDF by both signature authorities and included with the application submission.

### **Requirements for Staff Workbooks\_Tabs 2, 3, and 4**

- Enter only the last four digits of the social security number (SSN). The tuition cost application is incomplete if the last four digits of the SSN are missing, or the SSN field is blank. Educator Licensing records are verified by staff SSNs.
- Staff CDE license information is required. Enter the CDE license information for each staff employed in a job code requiring a CDE license. The CDE tuition cost administrator will verify licensing records.
- FTE, base salary, and employee benefits amounts reported in the staff workbooks on tabs 2, 3, and 4 and are summarized by job code and auto-filled in the program cost forms on tabs 5, 6, and 7.

### **Requirements for Calculation of a Tuition Cost Rate Form\_Tab 9**

- Enter the per pupil revenue (PPR) or universal pre-kindergarten (UPK) revenue received for each student served in the special education program (row 8).

### **Application Submission to CDE's Secure ESSU Data Management System (DMS)**

- The administrative unit of attendance should upload in the original format the completed Excel file for the tuition cost application forms to the ESSU Data Management System (DMS), Fiscal Tab.
- **NOTE:** A PDF file of the two-page Program ID form on tab 1 that contains original hand-written certification signatures by the charter school administrator and the special education director at the administrative unit of attendance must be included with the submission. Submit two PDF files if both signatures cannot be provided on the same page.
- Staff workbooks contain personally identifiable information (PII) which must be protected.
- Email the tuition cost administrator, Lisa Schmit, at [schmit\\_l@cde.state.co.us](mailto:schmit_l@cde.state.co.us) once the tuition cost application is uploaded to the DMS in Documents, Fiscal Tab. The DMS does not have a notification feature. Failure to notify the CDE tuition cost administrator may cause possible application processing delays.