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| **Schools changing sponsors Application Timeline** |
| Deadline for ERCO to receive application  | September 15th, 2026 |
| * Interview with applicant and school officials via in-person, zoom, and/or telephone
* ERCO due diligence, facility visit, materials compiled, report prepared
* Interview with current sponsor via phone, zoom, or email
* Application materials distributed to the ERCO Advisory Board
 | Can take place prior to, during, or following application submission |
| Advisory Board Interviews, Evaluation of Applications | October 30th, 2026 |
| Schools notified of the decision | Within 15 calendar days |
| If sponsorship is offered, the following is distributed to the applicant’s governing authority:* Orientation materials (Things to Know-packet)
* Contract
* Contract formatting instructions
* Checklist of required appendices and attachments
 | Within 30 calendar days |
| Deadline to submit to ERCO signed, completed, formatted contract with attachments and appendices, board resolution adopting contract | June 1 |
| Contract reviewed for completion, information requested to correct deficits, if any | June 1-15 |
| Deadline for ERCO to submit signed, completed contract to ODE Office of Community Schools | June 30 |
| Opening Assurances Site Visit | By appointment – Summer  |
| Deadline for ERCO to submit opening assurances to ODE Office of Community Schools | 10 – 20 business days prior to first day of instruction |
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**Please submit the completed application and associated materials:**By postal mail and/or email to:

**Educational Resource Consultants of Ohio
3401 Hamilton-Mason Rd. Suite**

 **Hamilton, Ohio 45011**

**jwilson@ercoinc.org** **and** **slunsford@ercoinc.org**

**Any questions regarding this application, please contact ERCO at 513-771-4006**