

Schools changing sponsors Application Timeline	
Deadline for ERCO to receive application	September 15 th , 2023 – <i>Fall Submission</i> March 15 th , 2024 – <i>Spring Submission</i>
<ul style="list-style-type: none"> • 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 ERCO Advisory Board 	Can take place prior to, during, or following application submission
Advisory Board Interviews, Evaluation of Applications	October 30 th , 2023 – <i>Fall Submission</i> May 10, 2024 – <i>Spring Submission</i>
Schools notified of decision	Within 15 calendar days
If sponsorship is offered, the following is distributed to the applicant’s governing authority: <ul style="list-style-type: none"> • 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

Please submit completed application and associated materials:

By postal mail to: **Educational Resource Consultants of Ohio, Inc.**
Attn. Sonya Lunsford
3401 Hamilton-Mason Rd. Suite A
Hamilton, Ohio 45011

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

