



pennsylvania
DEPARTMENT OF EDUCATION

Sent by Email and US Mail

August 4, 2017

Insight PA Cyber Charter School
c/o Mr. Alan Kessler
Acting Chief Executive Officer
Duane Morris LLP
30 South 17th Street
Philadelphia, PA 19103-4196

RE: Insight PA Cyber Charter School
Administrative Unit Number (AUN)

Dear Mr. Kessler:

On behalf of the Pennsylvania Department of Education and the Charter School Office, congratulations and welcome to you and your staff.

The Administrative Unit Number (AUN) number for the **Insight PA Cyber CS**, located at 30 South 17th Street, Philadelphia, Pennsylvania 19103-4196 distinctly identifies your entity from other local educational agencies within Pennsylvania. The AUN is how data is requested and attributed. Your AUN is: **124152637** and the school identification number is: 8394.

The last two items that need to be submitted per the Checklist are the completed General Fund Budget and a completed Penn*Link application. Please forward the completed General Fund Budget to me at the following address:

Department of Education
Bureau Curriculum, Assessment & Instruction
Division of Charter Schools
333 Market Street
5th Floor, Charter School Office
Harrisburg, PA 17126

For information on the General Fund Budget Form (PDE-2028) you can either email or call: ra-GFB@pa.gov or (717) 787-5423. Included is the link for the General Fund Budget Form (PDE-2028) webpage for more information. <http://www.education.pa.gov/Teachers%20-%20Administrators/School%20Finances/Finances/GeneralFundBudget/Pages/default.aspx#tab-1>

For information on the Penn*Link application you can either email or call: e-mail: ra-edweb@pa.gov or (717) 787-1831. Included is the link for the Penn*Link webpage for more information. <http://www.education.pa.gov/Pages/PENNLINK.aspx#.Vw49DrHD-Uk>.

For information on Background checks: Pennsylvania School Law requires that all applicants for employment in public and private schools, employees of independent contractors seeking business with public and private schools, and student teacher candidates undergo background checks if they have direct contact with students. The following three background checks are required: Department of Human Services Child Abuse History Clearance; Pennsylvania State Police Request for Criminal Records Check and the Federal Criminal History Record Information (CHRI). For additional information, contact the Pennsylvania Department of Education, School Services Office at: 717-783-3750 or email them at ra-pde-schoolservice@pa.gov. The website is: <http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/default.aspx#.VcNkImXD-Uk>

Should you have any questions about the checklist please contact me at 717-787-9744 or at ra-charterschools@pa.gov.

Enclosed is the fully executed charter for your records.

Sincerely,

A handwritten signature in black ink, appearing to read 'AMUNRO', with a large, sweeping flourish extending to the right.

Amy Munro
Interim Director

Enclosure

cc: Jessica Priselac, Esq.
File