

CHARTER SCHOOL APPLICATION SCREENING CHECKLIST
Check (✓) Yes if COMPLETE or (✓) No if NOT completed.

Proposed Charter School: _____
County: _____ LEA: _____
Lead Contact: _____ Phone: _____

The purpose of this document is to monitor the COMPLETENESS of the application.
It is not an evaluation tool.

NOTE: Please follow these completion and submission guidelines.

_____ Yes	_____ No	Received by September 25, 2015 timeline
_____ Yes	_____ No	Provide an original ONLINE Application and CITED when not original
_____ Yes	_____ No	Provide \$1000 application fee
_____ Yes	_____ No	Adheres to all guidelines stipulated within the application

REQUIRED CONTENT: Contains the following:

APPLICATION COVER PAGE

_____ Yes	_____ No	Completed cover page
_____ Yes	_____ No	Conversion Evidences
_____ Yes	_____ No	Grade Levels and Total Student Enrollment

COMMENTS:

MISSION, GOALS, AND PURPOSES

_____ Yes	_____ No	Mission Statement
_____ Yes	_____ No	Educational Need and Targeted Student Population
_____ Yes	_____ No	Purposes of Proposed Charter School
_____ Yes	_____ No	Goals for the Proposed Charter School
_____ Yes	_____ No	Appendix A1 – Evidence of Educational Need

COMMENTS:

EDUCATION PLAN

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Instructional Program
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Curriculum Outline for One Subject/Grade Span – Appendix B
<input type="checkbox"/> Yes	<input type="checkbox"/> No	High School Core Content & Electives – Appendix B2
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Special Programs and “At-Risk” Students
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Exceptional Children
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Student Performance Standards
<input type="checkbox"/> Yes	<input type="checkbox"/> No	High School Graduation Requirements
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Instructional Calendar - Appendix C
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Student Conduct and Discipline – Appendix D

COMMENTS:

GOVERNANCE AND CAPACITY

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Governance
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Organizational Structure of Private Nonprofit Organization
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Proposed Management Organization (EMO/CMO) – Appendix L
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Private School Conversion
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Charter School Replication

OPERATIONS

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Projected Staff
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staffing Plans, Hiring, and Management
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff Evaluation and Professional Development
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Marketing Plan
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Parent and Community Involvement
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Admissions Policy
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Projected Student Enrollment (Table)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Transportation Plan
<input type="checkbox"/> Yes	<input type="checkbox"/> No	School Lunch Plan
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Civil Liability and Insurance
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Healthy and Safety Requirements (Signed by board Chair)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Facility

COMMENTS:

FINANCIAL PLAN

<u> </u> Yes	<u> </u> No	Budget Revenue Projections from Each LEA (Table)
<u> </u> Yes	<u> </u> No	Total Budget Revenue Projections 2017-2022 (Table)
<u> </u> Yes	<u> </u> No	Personnel Budget: Expenditures 2017-2022 (Table)
<u> </u> Yes	<u> </u> No	Operations Budget: Expenditures 2017-2022 (Table)
<u> </u> Yes	<u> </u> No	Positive fund balance demonstrated
<u> </u> Yes	<u> </u> No	Budget Narrative
<u> </u> Yes	<u> </u> No	Financial Audits
<u> </u> Yes	<u> </u> No	Appendix S (If reported additional revenue assurance or working capital)
<u> </u> Yes	<u> </u> No	Appendix N (If replication or CMO/EMO)

COMMENTS:

SIGNATURE PAGE

<u> </u> Yes	<u> </u> No	Application Fee
<u> </u> Yes	<u> </u> No	Signature Page (Signed by a board member)
<u> </u> Yes	<u> </u> No	Appendix U (additional Appendices – Optional)

COMMENTS:

APPENDICES

<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix A – Conversion Evidences (If Converting from traditional public)
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix A1 – Evidence of Educational Need*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix B – <i>Curriculum Outline per Grade Span for Year 1*</i>
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix B2 – <i>9 – 12 Core Content Electives*</i>
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix C – Instructional Calendar*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix D – Student Handbook (Draft)*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix E – Federal Documentation of Tax Exempt Status
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix F – Organizational Chart*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix G – Charter School Board Member Information Form and Resume*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix H – Proposed By-Laws of the Non-Profit Organization*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix I – Articles of Incorporation*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix J – Copy of Non-Profit Organization Board Policies
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix K – Copies of Meeting Minutes
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix L (If contracting with an EMO/CMO – CMO/EMO Executed Contract) **
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix M – EMO/CMO Facility Buyout Agreement **
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix N – EMO/CMO Financial History**
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix O – Employment Policies (Draft)*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix P – Insurance Quotes*
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix Q – Facility Form
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix R – Copies of Facilities Inspections.
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix S – Revenue Assurances and/or Working Capital Report/Executed Loan Documents for funds Provided by 3 rd Parties for Operational or Capital Use (Used for identifying any working capital/revenue assurances)
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix T – IRS Form 990**
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix U – Additional Appendices Provided by Applicant (10 Page Limit)
<u> </u> Yes	<u> </u> No	<u> </u> N/A	Appendix V – Required Signed Documents*

COMMENTS:

Staff Reviewer: _____ **Date:** _____

Proposed Charter School Name: _____