

Formal Application Checklist (to be completed by the applicant)

This document will be used to determine if an application is complete. Please check off each requirement as completed and included in the Formal Application. Any required section not complete, including items left blank or unanswered or missing attachments and appendices, will result in an application being deemed INCOMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED TO THE BOARD.

Insert the page number where each item listed below will be found within the Formal Application.

Page Number	Section
	Format
	<input type="checkbox"/> Typed document <input type="checkbox"/> Pages numbered consecutively <input type="checkbox"/> 12 bound copies and one unbound copy, with tabs separating each content area
	Public Charter Schools Intent Form <input type="checkbox"/> Filed prior to Application, attach additional copy
	Prospectus <input type="checkbox"/> Filed within 30 days of Intent Form, attach additional copy
	Planning and Establishment <input type="checkbox"/> Profile of Founding Group <input type="checkbox"/> Management and Administrative Structure <input type="checkbox"/> Required Resumes <input type="checkbox"/> Required Disclosure Forms
	Mission Statement <input type="checkbox"/> Mission Statement
	Goals <input type="checkbox"/> Goals <input type="checkbox"/> Specific, measurable objectives
	Student Population <input type="checkbox"/> Grades to be served and maximum number of students in each grade <input type="checkbox"/> Student application <input type="checkbox"/> Timetable for applications and admission decisions <input type="checkbox"/> Lottery description, including preferences to be given
	Kindergarten <input type="checkbox"/> Statement of any plans to provide kindergarten services <input type="checkbox"/> Acknowledgement and acceptance of legal requirements
	School Calendar and Length of School Days <input type="checkbox"/> Intent to follow CCPS calendar and statement of intent to seek any waivers <input type="checkbox"/> Number of hours for students and employees
	Educational Plan <input type="checkbox"/> Description of educational objectives and methods of determining progress <input type="checkbox"/> Class size information <input type="checkbox"/> Connection between instructional time and objectives <input type="checkbox"/> Connection between student populations and geographic area, and impact of school on the community and existing schools

	<p>Academic Program, Standards, and Curriculum</p> <ul style="list-style-type: none"> _____ Description of educational program, curriculum objectives, etc. _____ Connection to CCPS goals and Master Plan _____ Description of instructional methods _____ Plans to meet needs of Limited English Learning students _____ Plans to meet needs of special education students _____ Proposed school calendar for first year _____ Timeframe on core academic subjects _____ Student achievement goals _____ Learning standards and curriculum _____ Plans to meet needs of at-risk students _____ Plans to meet needs of low-performing students
	<p>Student Assessment</p> <ul style="list-style-type: none"> _____ Plans to assess student performance in core academic areas _____ Alignment of assessments and curriculum and goals _____ Schedule of assessments _____ Methods used to identify educational strengths and needs of students _____ Student participation in statewide assessment program _____ Methods for determining graduation (secondary education applicants only) _____ State or local assessment waivers sought
	<p>Operators' Responsibilities</p> <ul style="list-style-type: none"> _____ Description of organizational group _____ List of business arrangements or partnerships _____ Description of relevant experience of consultants and professionals _____ Proposed method for resolving conflicts _____ Bylaws _____ Conflict of interest policy
	<p>Management Structure</p> <ul style="list-style-type: none"> _____ Description of administrative management structure _____ Description of roles and responsibilities of management board _____ Organizational chart and narrative description _____ Acceptance of Ethics Regulations
	<p>Student Policies and Services</p> <ul style="list-style-type: none"> _____ Alternate policies, if any _____ Information concerning food services _____ Information concerning health services _____ Student participation in extracurricular activities _____ Appropriate technology, libraries and other media plans _____ Plans for compliance with student records laws _____ Description of additional resources and services
	<p>Student Discipline and the Code of Student Conduct</p> <ul style="list-style-type: none"> _____ Description of local and state waivers to be sought, if any _____ Description of how school will comply with local and state requirements _____ Description of internal disciplinary measures _____ Notification to students and parents concerning behavior expectations
	<p>Human Resources</p> <ul style="list-style-type: none"> _____ Detailed staffing plan _____ Roster of instructional staff, to the extent known _____ Additional standards or requirements proposed for staff _____ Changes sought to the Negotiated Agreements _____ State Board waivers, if any _____ Description of professional development plans _____ Compliance with observation and evaluation requirements

	Audit and Reporting Requirements <input type="checkbox"/> Recognition of CCPS authority to audit <input type="checkbox"/> Understanding of legal duty and responsibility concerning records and data
	Parent Involvement and Community Participation <input type="checkbox"/> Process for building family-school partnerships <input type="checkbox"/> Parental involvement <input type="checkbox"/> Staff involvement with parents <input type="checkbox"/> Partnerships with community organizations <input type="checkbox"/> Community support <input type="checkbox"/> Involvement of parents <input type="checkbox"/> Commitment of staff <input type="checkbox"/> Handling parent disputes <input type="checkbox"/> Support of parents and staff in converting existing school to charter school (if applicable)
	School Facilities <input type="checkbox"/> Identify facility and rights to use facility <input type="checkbox"/> Suitability of facility and plans to renovate <input type="checkbox"/> Compliance of facility with ADA and other requirements <input type="checkbox"/> Blueprint or description of layout of facility <input type="checkbox"/> Evidence of insurance <input type="checkbox"/> Plans to acquire facility <input type="checkbox"/> Financing of facility
	School Materials, Supplies, and Equipment <input type="checkbox"/> Furniture and equipment <input type="checkbox"/> Utilities and heating and air conditioning equipment, and any maintenance plans <input type="checkbox"/> Vending contracts <input type="checkbox"/> Textbooks and other materials of instruction <input type="checkbox"/> Technology plan <input type="checkbox"/> Library and media center books and supplies
	Finances <input type="checkbox"/> Financial management and internal accounting procedures <input type="checkbox"/> Four-year estimate of school operating and capital budget <input type="checkbox"/> Budget for start-up expenses <input type="checkbox"/> Fund-raising plans <input type="checkbox"/> Insurance <input type="checkbox"/> Ownership and inventory control of materials and equipment
	Recruiting and Marketing Plan <input type="checkbox"/> Plans to publicize the school to attract a sufficient pool of applicants <input type="checkbox"/> Steps to reach all students <input type="checkbox"/> Marketing effort
	Risk Management and Emergency Preparedness <input type="checkbox"/> School emergency plan <input type="checkbox"/> Plans to maintain emergency contact information <input type="checkbox"/> Involvement of local law enforcement <input type="checkbox"/> Plans for fire drills and emergency drills <input type="checkbox"/> Emergency plans
	Transportation <input type="checkbox"/> Plans for transporting students <input type="checkbox"/> Define geographic zone proposed for transportation services <input type="checkbox"/> Equal access for all students
	Additional Information <input type="checkbox"/> Check here if any additional information has been provided