



2022-2023 NEW INDEPENDENT CHARTER SCHOOL PETITION APPLICATION INTAKE CHECKLIST

Name of Proposed Charter School _____

Appointment Date: _____

A complete intake includes all of the following components:

Y	N	APPLICATION COMPONENTS*	Comments
PETITION (to be submitted via flash drive)			
		Who is the person most knowledgeable about the specific contents of the petition?	
		Does the projected enrollment in the enrollment rollout plan match that in the budget submitted with the petition?	
		Does the enrollment numbers (year 1 and enrollment capacity) in the "General Information" chart found at the beginning of Element 1 of the petition match the enrollment rollout plan (year 1 and year 5)?	
		1. Petition must be in MS Word format and must include: a. Title Page b. Table of Contents (Page numbers must be accurate) c. Description of all 15 elements	
		2. Petition signature page(s): I. For proposed start-up charter school, <u>original signatures</u> of 50% of meaningfully interested teachers OR 50% of meaningfully interested parents II. For proposed conversion charter school only, <u>original signatures</u> of 50% of the permanent teaching staff Note: Verify number of students to be enrolled; and teachers needed for year 1; alignment of the number and types of teacher credentials with school level; and alignment of the number of parent signatures/students with the grade levels to be served in year one.	
SUPPORTING DOCUMENTATION (to be submitted via flash drive)			
		3. Certification of Completeness with original signatures (electronic signatures allowed)	
		4. Letter of Intent (Lead petitioner(s) named must match names(s) in board resolution below)	
		5. Resumes and credentials for all meaningfully interested teachers Note: Resumes must include contact information, education, experience (including paid and volunteer) and relevant memberships and skills for the last 10 years. Please see separate "Resumes" guide for additional information.	
		6. Resolution from Board of Directors (signed by Board secretary) authorizing the submission of the charter school petition application and designating the proposed charter school's: a. Lead Petitioner(s) b. Executive Director or equivalent (if any) c. Director/Principal d. Onsite Financial Manager (cannot be the Director/Principal) (Must be onsite)	
		7. a. Bylaws for the non-profit organization requesting the charter (Must be current and complete, and signed by Board secretary) b. Articles of Incorporation for the non-profit organization (Must show the official seal or stamp of State of California) c. Conflict of Interest Code (Must be a separate document) as submitted to the Los Angeles County d. Conflict of Interest Policy (Must be a separate document)	
		8. a. Budget (at a minimum 3-year budget, including month-to-month cash flows and budget assumptions for 3 years, beginning with the first year of operation for new schools) (Must be in MS Excel format, with formulas, contain no hidden cells and no links to external files, and not be password protected) b. Documentation Relating to Grants and/or Financing (A list of grants and/or financing sources, and all signed and executed agreements, including all documentation of terms and conditions, for budgets which include grant(s), loan(s), or line(s) of credit with third party lender(s), bridge financing, intraorganizational loan(s)/borrowing, and/or factoring of receivables as a source of funds.) c. Documentation Relating to Start-Up Funds (A list of start-up funds, and all supporting documents, including, but not limited to, bank and/or account statements.)	
		9. a. Lottery form (Must be in a single Microsoft Word document, not PDF) (English and any other dominant language(s)) b. Enrollment form (Must be in a Microsoft Word document, not PDF) (English and any other dominant language(s))	

		10.	Resumes (electronic version accepted) and Due Diligence Questionnaire and Acknowledgement Forms in hard copy, completed and with original signatures (no copies) for: Executive Director (if applicable), Director/Principal, and On-site Financial Manager (cannot be the Director/Principal) [Use grid on reverse side.] Note: Double check that names correspond to the names identified in the Board Resolution (#6above). Note: Check each Due Diligence Questionnaire and Acknowledgement Form to make sure all questions are filled out. Note: Resumes must include contact information, education, experience (including paid and volunteer) and relevant memberships and skills for the last 10 years. Please see separate "Resumes" guide for additional information on resume requirements. Note: Due Diligence and Acknowledgement Forms must be submitted as hard copies with original wet signatures and not placed on flash drive.	
		11.	Resumes and Governing Board Member Questionnaires for all Governing Board Members Note: See resume requirements above. Note: Each Board Member must answer all questions, initial each page, and sign at the end of the Questionnaire. N/A or equivalent is not an acceptable response to any item. Questionnaires need to have been completed and signed within 12 months of the date of petition submission.	
		12.	Master Plan for English Learners and Standard English Learners Note: Required only if the school has not adopted/will not adopt the District's Master Plan for English Learners and Standard English Learners. If the school plans to adopt the District's Master Plan for English Learners and Standard English Learners, submit a single page statement indicating such in Tab 12.	
		13.	Community Impact Assessment must include the following components to be deemed complete: 1) Identification of the Community (as defined by LAUSD Policy and Procedures for Charter Schools) for the Proposed Charter School 2) Facilities Plan 3) Evidence of Community Engagement and Outreach with, at a minimum, the following stakeholder groups (including a summary of the responses received from stakeholders): a. Parents in the Community b. Existing Public Schools c. Neighborhood Councils d. Community-based Organizations e. Elected Representatives f. Local District and Community of Schools Leadership g. LAUSD Board of Education Member(s) 4) Assessment of Duplication of Programmatic Offerings 5) Consideration of Academic Performance Note: Petitioners shall clearly cite and provide sources for all data and information used to inform assertions in their Community Impact Assessment. Community Impact Assessment shall include a record of outreach and audiences reached (e.g., multilingual notices, materials, meeting agendas, sign-in sheets, survey results, etc.).	
		Note: Do not include appendices, including handbooks and health, safety, and emergency plans.		

CSD INTERNAL PURPOSES ONLY		
Intake conducted by:		Date of Submission:
Outcome:	<input type="checkbox"/> Complete petition - accepted for review <input type="checkbox"/> Incomplete petition - not accepted for review	

*For further information regarding new independent charter school petition application requirements, please see the *New Independent Charter School Petition Application Guide* posted on the Charter Schools Division website at <http://achieve.lausd.net/charter>.

To be used for recording documentation regarding Lead Petitioner(s), Principal, Executive Director, and Onsite Financial Manager:

Name and Title	Resume	Due Diligence Questionnaire

To be used for recording documentation regarding Governing Board members:

Name	Resume	Bd. Member Questionnaire

To be used for recording teacher-related documentation (if applicable):

Name	Resume	Credential