

CHARTER SCHOOL APPLICATION CHECKLIST

This checklist has been designed to assist you in the completion of your charter school application. It is to be used only as a tool to help you address some of the criteria necessary for a well-written charter school application. This checklist should not be submitted with your application.

ACADEMIC DESIGN	Yes	No
1. Mission		
Is the vision clearly stated for an innovative public school?		
Is the mission consistent with the educational program?		
Did you describe the core philosophy of the proposed school?		
Did you describe how the school will utilize the Guiding Principles found in Section 1002.33(2)(a)?		
Did you describe how the school will meet the Prescribed Purposes of a charter school found in Section 1002.33(2)(b)?		
Did you describe how the charter school will fulfill the Optional Purposes of charter schools found in Section 1002.33(2)(c)?		
Did you include the student ages and grade levels of the target population?		
2. Educational Program		
Did you provide an overview of curriculum objectives and content of main subject areas?		
Did you describe a curriculum with reading as a primary focus?		
Did you describe differentiated reading curricula for students reading at grade level or above AND for students reading below grade level?		
Is your reading curriculum consistent with effective teaching strategies and grounded in scientifically based reading research?		
Did you clearly state the measurable objectives for student achievement for each year of the contract?		
Did you outline the innovative instructional methods to be used?		
Did you identify five to seven long-range goals for the duration of the contract?		
Is your curriculum aligned with the Sunshine State Standards?		
Did you describe how technology will be used to improve educational and administrative performance?		
Did you explain how you will meet the needs of the Exceptional Student Educational population?		
Did you explain how you will meet the needs of Limited English Proficient students?		
3. Student Assessment		
Do you have a well-developed assessment mechanism?		
Did you describe the goals and objectives to be used to measure student achievement?		
Did you describe a plan to assess student performance in all areas?		

Did you describe the methods to identify students' educational strengths and needs?		
Did you describe how the students will participate in statewide assessments?		
Did you indicate how much academic improvement students are expected to show each year?		
Did you describe how students' rate of academic progress will be evaluated and compared with rates of progress of comparable student populations?		
If applicable, did you describe how students will satisfy graduation requirements?		

GOVERNANCE AND MANAGEMENT

Yes

No

1. Profile of the Application group and management team	Yes	No
Did you include the names of the organizers, their backgrounds, professional experiences, and references?		
Did you provide information on the transition from a Founding Board to the Governing Board?		
Did you describe the relationship between the members of the Governing Board and the Operational Officers?		
Did you document the relevant expertise of your consultants and professional staff?		
Did you document that your application group and management team are a well-balanced group with a range of professional skills?		
Did you include discussion of any business arrangements or partnerships with existing schools, educational programs, or non-profit organizations?		
2. School Governance		
Did you clearly and consistently describe the legal entity that will organize and/or operate the school?		
Did you clearly define the roles of the Governing Board and the school's management structure?		
Did you identify the school as a public or private employer?		
Did you describe how the Governing Board was and will be chosen?		
Did you describe the process for resolving conflicts between the Governing Board and the Sponsor?		
Did you describe anticipated parental involvement, including methods for handling disputes between parents and the school?		
Did you discuss how the charter school will comply with Florida Statutes relating to public records and public meetings?		
3. Length of Contract and Implementation Timetable		
Did you specify the length of the initial charter term contract, and is it consistent throughout the application?		
Did you include a timeline that addresses all aspects of implementing the charter?		

4. Recruiting and Marketing Plan			
Did you demonstrate how you will publicize the school to attract a sufficient pool of applicants?			
Did you describe the steps that will be taken to reach students representative of the racial and socioeconomic diversity in the community, including typically “harder to reach” families?			

FINANCE AND FACILITIES		Yes	No
1. Facilities			
Did you describe the facilities, the location of the facilities, and indicate if they are in compliance with all applicable local building and zoning codes?			
Did you include floor plans demonstrating the site is a suitable facility for the proposed school?			
If applicable, did you describe the future plans toward the acquisition of a school building?			
If applicable, did you describe your financial plans for facilities?			
2. Finances			
Did you provide an annual financial plan for each year requested by the charter that includes anticipated fund balances, a spending plan, and financial controls?			
Did you clearly describe the financial management and internal accounting procedures?			
Did you present the format in which accounting records will be maintained?			
Does your budget include start-up expenses before the school opens?			
Does your budget cover all sources of revenue, both public and private covering the initial term of the charter?			
If applicable, did you explain any fund raising activities to generate capital?			
Did you discuss the projected enrollment for a 3 year budget?			
Did you explain your plans for obtaining an annual audit of financial statements from an independent certified public accounting firm?			
Did you describe how the school will address the storage of student and financial records in a protected environment?			
Did you discuss the format and frequency of financial reporting to the sponsor (balance sheet, income statement, bank reconciliation, etc.)?			
3. Risk Management			
Did you describe the procedures identifying various risks and provisions for comprehensive approach to reduce impact of losses?			
Did you describe how you will ensure safety and security of students and staff?			
Did you describe your plans for identifying, minimizing, and protecting others from violent or disruptive student behavior?			
Did you clearly explain how the school will be insured, including the liability and any other appropriate insurance?			
Did you clearly describe the emergency plans, including fires, hurricanes, tornadoes, and child safety issues?			

OPERATIONS

Yes No

1. Admissions and Registration Plan		
Did you describe your admissions and dismissal procedures?		
Did you describe the timetable to be used for registering & admitting students, including a plan for the admission lottery if the number of applicants exceeds the program's capacity?		
Did you describe the ways in which the school will endeavor to achieve a racial/ethnic balance reflective of the community it serves?		
In the case of an existing school being converted to charter status, did you describe alternative arrangements for current students who choose not to attend the charter school?		
2. Class Size Requirements		
Did you describe the methods the school will use to ensure compliance with Florida's class size provisions?		
3. Student Code of Conduct, Discipline and Dismissal Procedures		
Did you describe the Code of Conduct to be implemented?		
Did you describe the discipline plan and dismissal procedures?		
Did you describe the plans to ensure safety and security of students and staff, as well as plans to identify, minimize, and protect others from violent or disruptive student behavior?		
4. Human Resource Information		
Did you describe the standards and strategies to be used for hiring and retaining teachers, administrators, and other school staff?		
Did you describe the policies governing salaries, contracts, hiring, dismissal, and benefits packages?		
Did you document how the qualifications of your teachers will be described to parents?		
Did you describe the staff size and projected student-teacher ratio?		
5. Transportation		
Did you explain your plan for a non-discriminatory and cost-effective plan for transporting children?		
Did you describe your definition of "reasonable distance" as it relates to transporting students?		
Did you describe the policies which will help ensure that transportation is not a barrier to "equal access" for all students?		
6. Food Service		
Did you describe the plans and arrangements made for providing food service to students?		
Did you describe procedures for reporting requirements, and for documenting annual sanitation certification?		
Did you describe procedures to process free/reduced lunch applications for eligible students?		