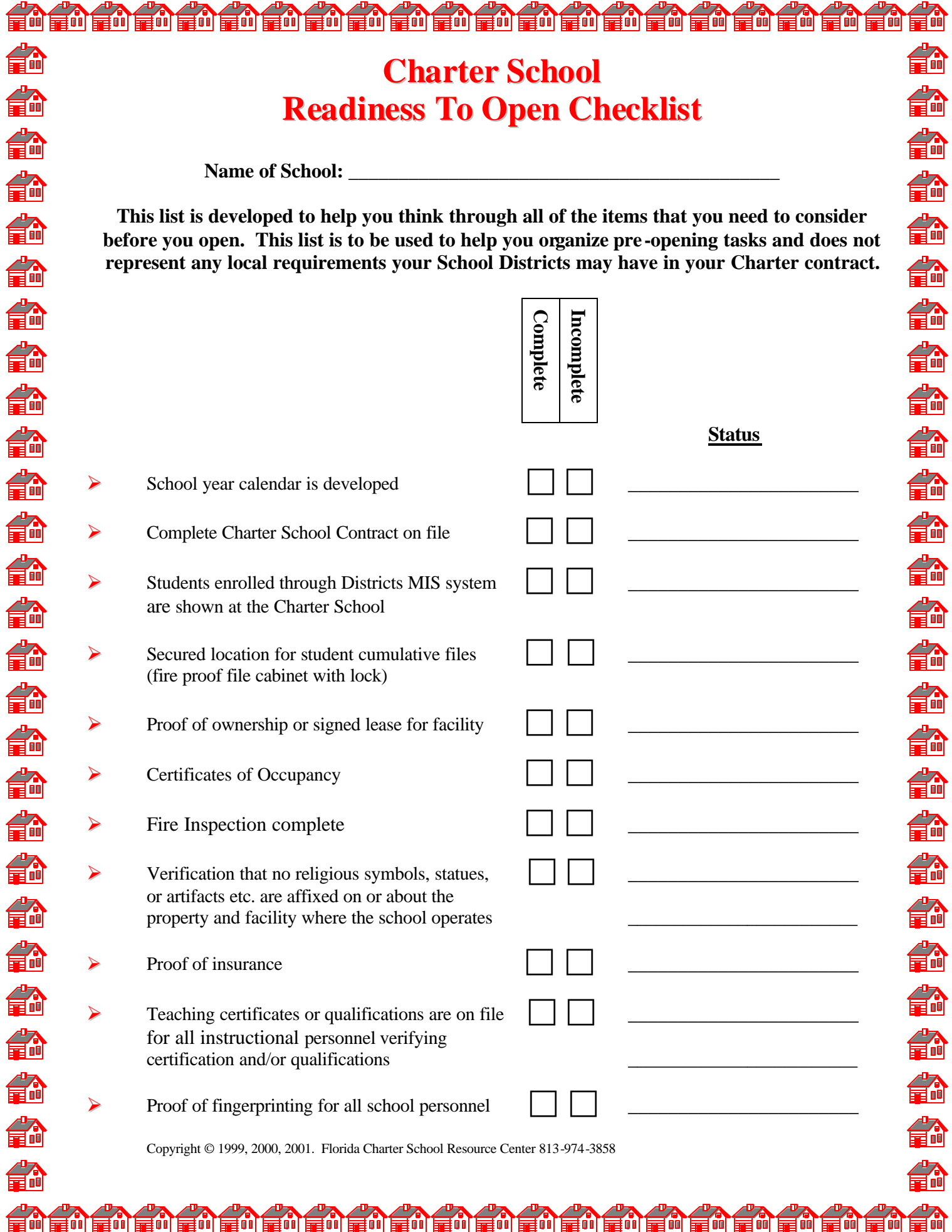


Charter School Readiness To Open Checklist

Name of School: _____

This list is developed to help you think through all of the items that you need to consider before you open. This list is to be used to help you organize pre-opening tasks and does not represent any local requirements your School Districts may have in your Charter contract.



Complete	Incomplete
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Status

- | ➤ | School year calendar is developed | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
|---|--|--------------------------|--------------------------|-------|
| ➤ | Complete Charter School Contract on file | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Students enrolled through Districts MIS system are shown at the Charter School | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Secured location for student cumulative files (fire proof file cabinet with lock) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Proof of ownership or signed lease for facility | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Certificates of Occupancy | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Fire Inspection complete | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Verification that no religious symbols, statues, or artifacts etc. are affixed on or about the property and facility where the school operates | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Proof of insurance | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Teaching certificates or qualifications are on file for all instructional personnel verifying certification and/or qualifications | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Proof of fingerprinting for all school personnel | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



Incomplete



Status

- | | | | | |
|---|--|--------------------------|--------------------------|-------|
| | | <input type="checkbox"/> | <input type="checkbox"/> | |
| ➤ | Posted Compliance with Ch. 119 Fla. Stat. relating to public records & Section 286.111 Fla. Stat., relating to public meetings | | | _____ |
| ➤ | Proof of Drug-Screening for all school personnel | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Proof of fingerprinting for all Charter School Board Members | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Transportation arranged | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Food Service Agreement/Contract | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Agreements in place for financial services (accounting, payroll, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Application for 501(c)3 status has been processed | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Application for Sales Tax Exemption has been processed | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Application for Employer Identification Number has been processed | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Employee benefits are clearly defined and payroll calendar has been developed | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | Policies have been developed with regard to approval of expenditures | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ➤ | The school has a clear understanding with the District as to the distribution of funds | <input type="checkbox"/> | <input type="checkbox"/> | _____ |





Complete	Incomplete
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Status

- An evacuation plan, in case of emergency, is in place _____
- Emergency phone numbers are on file for all students _____
- Registration information is available for all students _____
- A policy with regard to student discipline has been developed or is in the development stage _____

A Product Of The:



FCSRC

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