



## 2022-2023 NEW CONVERSION AFFILIATED CHARTER SCHOOL PETITION APPLICATION INTAKE CHECKLIST

Name of Proposed

Affiliated Charter School: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

A complete intake includes all of the following components:

Y	N	NEW CONVERSION AFFILIATED PETITION APPLICATION COMPONENTS	Comments
PETITION (to be submitted via flash drive)			
		1 Who is the person most knowledgeable about the specific contents of the petition?	
		Does the projected enrollment in the enrollment rollout plan match the budget submitted with the petition?  Do the enrollment numbers (year 1 and enrollment capacity) within the "General Information" chart found in the beginning of Element 1 of the petition match the enrollment rollout plan (year 1 and year 5)?	
		2 Petition must be in MS Word format using the affiliated petition template (including the Federal, State, and District Required Language), and must include: a. Title Page b. Table of Contents (Page numbers must be accurate) c. Description of all 15 elements	
		3 Petition signature page(s): a. For proposed conversion affiliated charter school, <u>original signatures</u> of 50% of the permanent teaching staff	
SUPPORTING DOCUMENTATION (to be submitted via flash drive)			
		4 Certification of Completeness with original signatures (electronic signatures allowed)	
		5 Letter of Intent (Lead petitioner(s) named must match name(s) in school governance council resolution below)	
		6 Resolution by the local school governance council (signed by council secretary) that documents: a. School's decision to submit a new conversion affiliated charter school petition application b. Proposed name for the affiliated charter school (Please refer to District name change bulletin if the name includes more than the addition of the word "Charter" in it) c. Person(s) designated by the council to serve as Lead Petitioner(s)	
		7 Faculty Roster (Must be a current roster generated from the District's system)	
		8 Conversion to Affiliated Status Acknowledgement Statement (on school letterhead)	
		9 Copy of the school's Electronic Capacity Assessment Review (ECAR)	
		10 Waiver(s) (School must submit documentation of any type of current waiver(s), signed by appropriate parties)	
		Lottery form will be made available each year through the On-Time LAUSD Unified Enrollment process (Choices Brochure & Application). This does not need to be provided as part of intake.	
		11 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 with, at a minimum the following stakeholder groups (including 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: <i>Do not</i> include appendices, including handbooks and health, safety, and emergency plans.		
CSD INTERNAL PURPOSES ONLY			
Intake conducted by:			
Outcome:	<input type="checkbox"/> Incomplete petition application - not accepted for review	<input type="checkbox"/> Complete petition application – accepted for review	Date of Submission:

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

CSD Staff: To be used for recording information and documentation submitted regarding waivers (*as applicable*):

Type and Description of Waiver	Expiration Date (if any)	Type of Documentation Submitted

CSD Staff: To be used for recording information and documentation submitted regarding magnet, SAS, and similar programs (*as applicable*) to facilitate review of charter petition:

Type and Description of Program	Has school contacted Office of Student Integration Services?	Comments