



2022-2023 NEW AFFILIATED START-UP CHARTER SCHOOL PETITION APPLICATION INTAKE CHECKLIST

**Name of Proposed
Affiliated START-UP
Charter School:** _____

Appointment Date: _____

A complete intake includes all of the following components:

Y	N	NEW AFFILIATED START-UP PETITION APPLICATION COMPONENTS	Comments
PETITION (to be submitted via flash drive)			
		1 Person(s) designated as Lead Petitioner(s) and contact information (include phone number(s) and email address(es))	
		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 start-up 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 start-up affiliated charter school, <u>original signatures</u> of 50% of meaningful interested teachers OR 50% of meaningfully interested parents	
SUPPORTING DOCUMENTATION (to be submitted via flash drive)			
		4 Certification of Completeness with original signatures (electronic signatures allowed)	
		5 Letter of Intent	
		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.	
		6 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 provided 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.)	
		7 Resumes (electronic version accepted) and Due Diligence Questionnaire and Acknowledgement Forms in hard copy, completed and <u>with original signatures</u> (no copies) for: Lead Petitioner(s) if not an LAUSD District employee(s). Note: Double check that names correspond to the Lead Petitioner(s) identified in (#1 above).	

			<p>Note: Check each Due Diligence Questionnaire and Acknowledgement Form to make sure all questions are filled out.</p> <p>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.</p> <p>Note: Due Diligence and Acknowledgement Forms must be submitted as hard copies with original wet signatures and not placed on flash drive.</p>	
			Note: <i>Do not</i> 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		

To be used for recording documentation regarding Lead Petitioner(s), if **not** a District employee(s).

Name and Title	Resume	Due Diligence Questionnaire

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