



2024-2025 NEW CONVERSION AFFILIATED CHARTER SCHOOL PETITION APPLICATION INTAKE CHECKLIST

Name of Proposed **Affiliated Charter School**: _____

| Y | N | EXPECTED 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 enrollment number (year 1) in the "General Information" chart found in the beginning of Element 1 of the new petition match the enrollment rollout plan (year 1)? | |
| | | Is the enrollment number (enrollment capacity) in the "General Information" chart found at the beginning of Element 1 of the new petition consistent with the highest projected enrollment in the enrollment rollout plan? | |
| | | 2 New petition should be in MS Word format using the New Affiliated Petition Template with FSDRL (Federal, State, and District Required Language), and should include: <ul style="list-style-type: none"> a. Title Page b. Table of Contents (Page numbers should be accurate) c. Description of all 15 elements | |
| | | 3 Petition signature page(s): <ul style="list-style-type: none"> 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 or digital signatures | |
| | | 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: <ul style="list-style-type: none"> 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 shall include the following components: <ul style="list-style-type: none"> 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): <ul style="list-style-type: none"> a. Parents in the Community b. Existing Public Schools c. Neighborhood Councils d. Community-based Organizations e. Elected Representatives f. Region 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 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.).

*For further information regarding the new conversion affiliated charter school application, please see the District Affiliated (Start-up and Conversion) Charter School New Petition Application Guide posted on the Charter Schools Division website.

Note: Please *do not* include appendices, including handbooks and health, safety, and emergency plans with the

TO BE COMPLETED BY CSD

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| Submission Reviewed by: | |
| Date of Signed Certificate of Completeness: | |
| Notes: | |

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 |
|--------------------------------|--------------------------|---------------------------------|
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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 |
|---------------------------------|--|----------|
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