



2024-2025 NEW START-UP AFFILIATED CHARTER SCHOOL PETITION APPLICATION INTAKE CHECKLIST

Name of Proposed Start-Up Affiliated Charter School: _____

Intake Date: _____

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))	
		<p>Does the projected enrollment in the enrollment rollout plan identified in the new petition match that in the budget submitted with the new petition?</p> <p>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)?</p> <p>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?</p>	
		2 New petition should be in MS Word format using the start-up affiliated petition template (including the Federal, State, and District Required Language), and include: <ol style="list-style-type: none"> a. Title Page b. Table of Contents (Page numbers should be accurate) c. Description of all 15 elements 	
		3 New petition signature page(s): For proposed start-up affiliated charter school, <u>original signatures</u> of 50% of meaningful interested teachers OR 50% of meaningfully interested parents. Resumes and credentials for all meaningfully interested teachers should include contact information, education, experience (including paid or volunteer) and relevant memberships and skills for the last 10 years. Please see separate "Resumes" guide for additional information.	
SUPPORTING DOCUMENTATION (to be submitted via flash drive)			
		4 Certification of Completeness with original or digital signatures	
		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 <ol style="list-style-type: none"> a. Budget (5-year budget, including month-to-month cash flow projections and budget assumptions for 5 years that align with the enrollment rollout table in the new petition, beginning with the first year of operation as a new charter school) (MS Excel format, with formulas, contain no hidden cells/rows/columns, no links to external files, and not be password protected). b. Documentation Relating to Grants and/or Financing (A list of grants and/or financing sources, and all signed and executed agreements and/or award letters, including all documentation of terms and conditions, for budgets which include grant(s), loan(s), or line(s) of credit with third party lender(s), bridge financing, intraorganizational loan(s)/borrowing, and/or factoring of receivables as a source of funds). c. Documentation Relating to Start-Up Funds (A list of start-up funds, and all supporting documents, including, but not limited to, bank and/or account statements). 	
		7 Community Impact Assessment shall include the following components: <ol 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 and Outreach with, at a minimum, the following stakeholder 	

		<p>groups (including a summary of the responses received from stakeholders):</p> <ol style="list-style-type: none"> Parents in the Community Existing Public Schools Neighborhood Councils Community-based Organizations Elected Representatives Region(s) and Community of Schools Leadership LAUSD Board of Education Member(s) <p>4) Assessment of Duplication of Programmatic Offerings</p> <p>5) Consideration of Academic Performance</p> <p>Note: Petitioners shall clearly cite and provided 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.).</p>	
	8	<p>Resumes (on flash drive or hard copy) and Due Diligence Questionnaire and Acknowledgement Forms completed with original wet or digital signature(submitted as hard copies and not placed on flash drive) for for: Lead Petitioner(s) if not an LAUSD District employee(s).</p> <p>Note: Double check that names correspond to the Lead Petitioner(s) identified in (#1 above).</p> <p>Note: Check each <i>Due Diligence Questionnaire and Acknowledgement Form</i> to make sure all questions are filled out.</p> <p>Note: Resumes 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: Please <i>do not</i> include appendices, including handbooks and health, safety, and emergency plans.</p>	

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 <https://www.lausd.org/charter>. Petitioners are encouraged to review the applicable Education Code.