



AFFILIATED CHARTER SCHOOL 2024-2025 RENEWAL PETITION APPLICATION INTAKE CHECKLIST

Name of Affiliated Charter School: _____

Y	N	EXPECTED APPLICATION COMPONENTS*	Comments
PETITION (Submitted via flash drive)			
		1. Petition should use the <u>current year</u> renewal petition template (including the Federal, State, and District Required Language), be in MS Word format, and include: a. Title Page b. Table of Contents c. Description of all 15 elements	
SUPPORTING DOCUMENTATION (Submitted via flash drive)			
		2. Certification of Completeness with original or digital signatures	
		3. Resolution by the local school governance council (signed by council secretary) with original or digital signature) that documents: a. Charter School's decision to submit an affiliated charter school renewal petition application b. Person(s) designated by the council to serve as Lead Petitioner(s)	
		4. Copy of the school's Electronic Capacity Assessment Review (E-CAR)	
		5. Waiver(s) (School should submit documentation of any type of current 2024-2025 waiver, signed by appropriate parties)	
		6. 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.	
<p>If a request for a material revision is submitted at the same time as a renewal petition, please note that the renewal petition and the material revision will be reviewed and recommended for Board action (two distinct proposed actions, respectively) at the same meeting, to the extent possible, pursuant to the <i>LAUSD Policy and Procedures for Charter Schools</i>.</p>			
<p>Note: Please do <i>not</i> include appendices, including handbooks and health, safety, and emergency plans with the renewal petition application.</p>			
TO BE COMPLETED BY CSD			
Submission Reviewed by:			
Date of Signed Certificate of Completeness:			
Notes:			

*For further information regarding the affiliated charter school renewal application, please see the *District Affiliated Charter School Renewal Petition Application Guide* posted on the Charter Schools Division website.

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	Comments