

2025-2026 INDEPENDENT CHARTER SCHOOL RENEWAL PETITION APPLICATION INTAKE CHECKLIST

Name of Charter School: _____

Y	N	EXPECTED APPLICATION COMPONENTS*	Comments
PETITION (submitted via flash drive)			
		1. Renewal petition should 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 of school's Governing Board (signed by Board secretary with original or digital signature) authorizing the submission of the charter school renewal petition application and designating the school's: a. Lead Petitioner(s) b. Executive Director or equivalent (if any) c. Principal or equivalent d. Financial Manager or equivalent (who manages day-to-day finances at the school site or the organizational level, and cannot be the Executive Director, Principal, or equivalent)	
		4. a. Bylaws, for the nonprofit public benefit corporation requesting the renewed charter (current, complete, and signed by the Board secretary) b. Articles of Incorporation for the nonprofit public benefit corporation (must show the official seal or stamp of State of California) c. Conflict of Interest Code (separate document from the Conflict of Interest Policy) as submitted to the Los Angeles County Board of Supervisors and/or the applicable code reviewing entity d. Conflict of Interest Policy (separate document from the Conflict of Interest Code)	
		5. a. Annual budget, month-to-month cash flow projections, and budget assumptions should include the following: <ul style="list-style-type: none"> Middle and High Performing Schools: Projections covering the current year, plus five (5) future years (6-year total) Low Performing Schools: Projections covering the current year, plus two (2) future years (3-year total) The current year's enrollment projection that aligns with the school's actual enrollment or the current year's Norm Enrollment, if available A detailed projected enrollment rollout by grade level for each year, with Year 1 representing the first year of the renewing charter term and subsequent years following sequentially Submission format: MS Excel format, with formulas, containing no hidden cells/rows/columns and no links to external files, and not password protected b. Fiscal Policies and Procedures: Submit the most current fiscal policies and procedures, along with the school's Governing Board meeting minutes documenting the board's approval, even if no recent changes were made. These fiscal policies and procedures, and minutes should be from: <ul style="list-style-type: none"> The school year in which the current charter expires (i.e., the renewal year), or The last quarter of the prior year c. Documentation Relating to Grants and/or Financing: Submit 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.)	
		6. a. Lottery form for use in the first year of the renewal charter term (English and any other primary language) b. Enrollment form for the first year of the renewal term (English and any other primary language)	
		7. Resumes (on flash drive or hard copies) and Due Diligence Questionnaire and Acknowledgement Forms, completed and with original wet or digital signatures (submitted as hard copies and not placed on flash drive) for: Executive Director (if applicable), Principal, and Financial Manager (cannot be the Executive Director, Principal, or equivalent) [Use grid below] Note: Double check that names correspond to the names identified in the Board Resolution (#3 above). Note: Check each <i>Due Diligence Questionnaire and Acknowledgement Form</i> to make sure all questions are filled out. 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	

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			additional information on resume requirements.	
		8.	Resumes and Governing Board Member Questionnaires for all Governing Board Members Note: See resume requirements above. Note: Each Board Member answered all questions, initialed each page, and signed at the end of the Questionnaire. N/A or equivalent is not an acceptable response to any item. Questionnaires have been completed and signed within 12 months of the date of petition submission.	
		9.	Master Plan for English Learners and Standard English Learners for the use in the first year of the charter term. Note: Required only if the school has not adopted/will not adopt the District's Master Plan for English Learners and Standard English Learners. If the school plans to adopt the District's Master Plan for English Learners and Standard English Learners submit a single page indicating such in Digital Folder 9.	
		10.	(Middle Performance Category Only until January 1, 2026) Submit verified data reports, as provided by the publisher, in a separate verified data folder (as identified on the application guide) that the school would like to be considered as part of the renewal application. Provide at least the two most recent years of verified data.	
		11.	Do the enrollment numbers in the "General Information" chart found at the beginning of Element 1 of the renewal petition match the budget?	
			If applicable, does the enrollment rollout plan match both the budget and the general information?	

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 *LAUSD Policy and Procedures for Charter Schools*.

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

TO BE COMPLETED BY CSD

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

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

To be used for recording documentation regarding Lead Petitioner(s), Executive Director or equivalent (if applicable), Principal or equivalent, and Financial Manager:

Name and Title	Resume	Due Diligence Questionnaire

To be used for Governing Board members' documentation:

Name	Resume	Bd. Member Questionnaire	Name	Resume	Bd. Member Questionnaire