



2024-2025 NEW INDEPENDENT CHARTER SCHOOL PETITION APPLICATION INTAKE CHECKLIST

Name of Proposed Charter School: _____

Y	N	EXPECTED APPLICATION COMPONENTS*	Comments
PETITION (submitted via flash drive)			
		Who is/are the lead petitioner(s)?	
		Does the projected enrollment in the enrollment rollout plan identified in the new petition match that in the budget submitted with the new petition?	
		Does the enrollment number (year 1) in the "General Information" chart found at 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?	
		1. New petition should be in MS Word format and include: a. Title Page b. Table of Contents (Page numbers should be accurate) c. Description of all 15 elements	
		2. New petition signature page(s): I. For proposed start-up charter school, <u>original signatures</u> of 50% of meaningfully interested teachers OR 50% of meaningfully interested parents II. For proposed conversion as a new independent charter school, <u>original signatures</u> of 50% of the permanent teaching staff Note: Verify number of students to be enrolled; and teachers needed for year 1; alignment of the number and types of teacher credentials with school level; and alignment of the number of parent signatures/students with the grade levels to be served in year one.	
SUPPORTING DOCUMENTATION (submitted via flash drive)			
		3. Certification of Completeness with original or digital signatures	
		4. Letter of Intent (Lead petitioner(s) named matches names(s) in board resolution below)	
		5. Resumes and credentials for all meaningfully interested teachers 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.	
		6. Resolution from Board of Directors (signed by Board secretary) authorizing the submission of the charter school petition application and designating the proposed charter school's: a. Lead Petitioner(s) b. Executive Director or equivalent (if any) c. Director/Principal d. Onsite Financial Manager (cannot be the Director/Principal)	
		7. a. Bylaws for the nonprofit organization requesting the charter (current, complete, and signed by Board secretary) b. Articles of Incorporation for the nonprofit organization (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 applicable code reviewing entity d. Conflict of Interest Policy (separate document from the Conflict of Interest Code)	
		8. 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 independent 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.)	
		9. a. Lottery form (English and any other primary language(s)) b. Enrollment form (English and any other primary language(s))	

		<p>10. 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), Director/Principal, and Onsite Financial Manager (cannot be the Director/Principal) [Use grid below]</p> <p>Note: Double check that names correspond to the names identified in the Board Resolution (#6 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 additional information on resume requirements.</p>	
		<p>11. Resumes and Governing Board Member Questionnaires for all Governing Board Members</p> <p>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.</p>	
		<p>12. Master Plan for English Learners and Standard English Learners for use in the first year of charter term.</p> <p>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 statement indicating such in Digital Folder 12.</p>	
		<p>13. Community Impact Assessment shall include the following components:</p> <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 groups (including a summary of the responses received from stakeholders): <ol 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(s) 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 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.). 	

Note: Please do not include appendices, including handbooks and health, safety, and emergency plans.

*For further information regarding new independent charter school petition applications, please see the *LAUSD Policy and Procedures for Charter Schools* and *New Independent 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.

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

Name and Title	Resume	Due Diligence Questionnaire

To be used for recording documentation regarding Governing Board members:

Name	Resume	Bd. Member Questionnaire

To be used for recording teacher-related documentation (if applicable):

Name	Resume	Credential