

Charter School Application Completion Checklist

Note: This checklist does not need to be submitted with the application. This checklist is provided as a convenience to aid applicants in ensuring complete applications.

_____ Application Narrative

_____ Budget (start-up/developing year plus 3-year operating).

- _____ Narrative explaining revenue and expenditure assumptions for each year
- _____ Surpluses in each fiscal year
- _____ Alternative budget(s) if enrollment does not meet projections
- _____ Alternative budget(s) if CSP funds are not applied for or granted

_____ Cash Flow (start-up/developing year plus 1st operational year)

_____ Articles of Incorporation

_____ Proposed Bylaws

_____ Proposed Conflict of Interest Policy

_____ Statement of Assurances Signed by All Founders (signed statement from each founder)

_____ Statement Signed by All Founders that the School Agrees to the Terms of the Charter Base Contract without modification (one statement signed by all founders)

_____ Founder Contact List (contact information for each founder)

_____ Founder Resumes (resume for each founder)

_____ Contact Information representing at least 100 students interested in enrolling in the school in its first year of operation identifying by family, by grade level, the number of children/students interested in attending in the proposed opening year. For example:

			# of Children Enrolling in Each Grade in Opening Year													
Name	Phone	Email	K	1	2	3	4	5	6	7	8	9	10	11	12	Total

_____ Statement whether applicant has submitted or will submit a similar application to one or more authorizers and, if so, provide the additional information required by application

_____ Statement whether applicant has previously applied for a charter from another authorizer and, if so, provide the additional information required by application

_____ Optional: Additional information applicant believes would be helpful in evaluating application