



**Charter School Pre-Opening Checklist**

**New Operator to the Tennessee Public Charter School Commission**

**Approved to Open in 25-26 School Year**

## Introduction

After a charter school application is approved and authorized, there are a significant number of steps to be taken before a school is ready to open its doors to students, families, teachers, and the community. This will serve as a guiding document for charter schools that have been authorized by the Tennessee Public Charter School Commission (Commission). Operators are expected to fulfill all the requirements outlined in the following table to ensure that the charter school opens with a strong first-year enrollment, clear facility plans, and a staff ready to serve all students. These are the foundations to succeed as a high-quality school.

Commission staff will work with the charter school to complete the pre-opening checklist, but it is the ultimate responsibility of the charter school to ensure it has completed all steps to be ready to open. **Deliverables that are in bold text** are considered key items that must be completed for a school to open. If any of the **bolded deliverables** are not completed or if a significant number of other items are not completed by the deadlines set by the Commission, the school's opening may be delayed, in accordance with Section 1.3 of the Charter Agreement.

Additionally, the checklist begins with "Ready to Open" criteria, which outline foundational items necessary for a school to be ready to open. These items will consistently be part of pre-opening check-ins and should be considered priorities for all pre-opening schools. These deliverables generally align with the material terms stated in the charter application, and the operator should aim to complete all items in accordance with the timelines specified within the criteria. The Commission understands that opening a school takes a significant amount of time and energy, and failure to complete one compliance item does not mean the school will not open. However, the Ready to Open criteria are considered foundationally important to opening, particularly within the outlined timeline. The Commission reserves the right to require the school delay its opening by one academic year<sup>1</sup> should the school be materially off-track for a successful opening.

All items will be uploaded to a Microsoft Teams channel, shared between the school and Commission staff. The Teams channel will contain folders corresponding with each month of submissions. When uploading documents, please ensure each document is clearly named, aligned to how the item is listed on the pre-opening checklist, to streamline the review process.

Commission staff will conduct a pre-opening visit to verify that the school is ready to open its doors to students. If a charter school does not complete all of the items on the Pre-Opening Checklist by December 31<sup>st</sup> of the year it opens, the school's charter will be recommended for immediate revocation<sup>2</sup>.

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<sup>1</sup> T.C.A. § 49-13-108(5)(D)

<sup>2</sup> T.C.A. § 49-13-122(a)(5).

**READY TO OPEN CRITERIA**

The “Ready to Open” criteria outline foundational items necessary for a school to be ready to open. These items will consistently be part of pre-opening check-ins and are considered priorities for all pre-opening schools. Schools should also ensure alignment between their approved charter applications, their approved charter agreements, and the ready to open criteria. If a school does not meet the dates listed within the timeline, it does not necessarily mean a delay is required; however, schools should strongly consider exercising their right to delay if they are not meeting the following dates or not on track to meet them within the general timeframe.

Schools are expected to submit an updated plan/timeline for key “Ready to Open” pre-opening items (facilities, financing, community engagement, etc.) by the December pre-opening meeting. Schools should update the startup plan included in the charter application for this submission.

<b>Item</b>	<b>Deliverables</b>	<b>Timeline</b>
<b>Updated Startup Plan</b>	Submit an updated plan/timeline for key “Ready to Open” pre-opening items (facilities, financing, community engagement, etc.). Plan should include facility information, staffing projections/timeline for hiring school leadership, enrollment targets, and corresponding budget for pre-opening and year one. The plan should also identify the primary individual(s) responsible for each item.  Schools should update the startup plan included in the charter application for submission.	December 1
<b>Facility</b>	Identify a facility suitable for the school in alignment with the facility plan outlined in the application, as well as necessary financing for the facility. This facility should be conducive to fulfilling the school’s mission, vision, and instructional model. The facility must comply with the plan and location outlined within the approved charter application and approved charter agreement. Any modifications to the facility plan beyond what is approved may be deemed a material change and require an amendment to the charter agreement.	December 1

	<p>If construction and/or renovations are needed, submit a scope of work and anticipated timeline. (If this is already included in the updated start-up plan, it does not need to be resubmitted, unless there is a material change.) If construction and/or renovations fall materially behind schedule, the school will need to provide Commission staff with updates bi-weekly, or as agreed upon.</p> <p>Submit final lease or purchase agreement and minutes with Governing Board approval.</p>	<p>March 1</p> <p>April 1</p>
<p><b>Enrollment</b></p>	<p>Submit preliminary enrollment projections. Pursuant to State Board Rule 0520-14-01-.03, new and expanding charter schools are funded based off on projected enrollment and based on a per-student average of state and local funds. The enrollment projections, including proposed grades served in Year 1, must align with the approved application and approved charter agreement. Any modifications beyond what is approved may be deemed a material change and require an amendment to the charter agreement.</p> <p>Submit preliminary enrollment and special education projections by funding option to begin the district planning and funding application processes.</p> <p>Submit enrollment numbers after closing the enrollment period and lottery. <i>(Update monthly until July)</i></p> <ul style="list-style-type: none"> <li>• Estimated total enrollment on the first day of school</li> <li>• Estimated number of SWD</li> <li>• Estimated number of EL/LEP students</li> <li>• Estimated number of directly certified (ED) students</li> <li>• Current enrollment count (total students, SWD, EL/LEP, ED)</li> </ul>	<p>February 15</p> <p>February 15</p> <p>March 15 <i>(received student applications from at least 50% of budgeted enrollment target)</i></p> <p>April 15 <i>(received applications from at least 75% of budgeted enrollment)</i></p> <p>May 15 <i>(completed enrollment for at least 75% of budgeted enrollment)</i></p>

	<p>If enrollment is not at target, then a contingency plan must be identified, discussed with the governing board, and submitted to the Commission to demonstrate financial feasibility at lower enrollment based on enrollment trends.</p>	<p>June 15 (<i>fully enrolled</i>)</p> <p>July 15 (<i>fully enrolled</i>)</p>
<b>Staffing</b>	<p>Hire head of school/principal. Submit the name and contact information. The Commission must be notified of any change in head of school/principal made after the due date and within 30 days of hire.</p> <p>Have an adequate number of teachers that matches the staffing plan outlined in the startup plan and is aligned to student enrollment. On a monthly basis, submit an employee list that specifies the following: role/assignment, teacher license number (if required for role), and status of TBI background check. Please update this information in the personnel tracker provided. Clearly identify staff members assigned to provide SPED and EL services.</p>	<p>March 1</p> <p>March 1</p> <p>April 1</p> <p>May 1</p> <p>June 1</p> <p><i>NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.</i></p>
<b>Financial Plan</b>	<p>Complete operating budget for upcoming school year and receive approval from the Governing Board. In accordance with T.C.A. 49-13-111(l), a charter school must operate on a July 1 to June 30 fiscal year and the school's budget must be prepared on the LEA Chart of Accounts. Submit preliminary budget to the Commission reflective of projected enrollment numbers and facility commitments. Budget must specify the student enrollment assumption, and it should align with the approved charter agreement.</p> <p>If enrollment is not on track to meet projected targets, Commission staff must be notified to determine if it is a</p>	<p>April 1</p> <p><i>NOTE: April 1 submission will be on a template to be provided by the Commission on LEA Chart of Accounts. Will clearly outline updates on enrollment, staffing, grants/revenue coming from sources outside of the state, etc.</i></p>

	<p>material change to the charter agreement, and school should prepare a contingency budget to document financial feasibility should enrollment targets not be met.</p> <p>Submit final board approved budget. Budget must specify the student enrollment assumption.</p>	<p>July 1</p> <p><i>NOTE: July 1 submission will be the basis for the enrollment variance calculation in the school performance framework.</i></p>
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**PRE-OPENING CHECKLIST**

The following compliance items need to be submitted throughout a school’s pre-opening. Items will be submitted through a Microsoft Teams channel shared between the school and Commission staff. **Deliverables in bold text** are considered key items that must be completed for a school to open on time and/or required items connected to law or State Board rule. If any of the **bolded deliverables** are not completed or if a significant number of other items are not completed by the deadlines set by the Commission, the school’s opening may be delayed, in accordance with Section 1.3 of the Charter Agreement.

<b>Beginning Months: November – January</b>		
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>
Name of contact for pre-opening checklist.	Submit name, title, and contact information of individual overseeing the pre-opening checklist. Submit to Commission staff’s pre-opening lead.	November 15
Submit completed mission-specific goal template.	<p>Use mission-specific goal template provided by Commission at the beginning of pre-opening.</p> <p>Mission-specific goals are included as an appendix to the charter agreement and schools will be held accountable to the mission-specific goal in the academic section of the school performance framework.</p> <p>After December submission, Commission staff will review mission-specific goal with the operator as part of the January pre-opening meeting.</p>	December 1
Submit student application form.	Submit the student application form the school plans to use for review and approval.	December 15
<b>Submit lottery procedures.</b>	<b>In accordance with T.C.A. § 49-13-113 (b)(8), submit to the TDOE a certification by an independent accounting firm or by a law firm of the <a href="#">lottery process</a> used for enrollment purposes OR request that the TDOE</b>	<b>If utilizing TDOE pre-approval:</b> at least 15 business days prior to the

	<p>review (<a href="mailto:Charter.Schools@tn.gov">Charter.Schools@tn.gov</a>) and approve the lottery process at least <b>15 business days prior to the opening of the initial application window.</b></p> <p><b>Submit written documentation to the Commission.</b></p>	<p>application window opening</p> <p><b>If utilizing certification by an independent accounting firm or law firm: 30 days after lottery is complete</b></p>
<p><b>Establish processes for food service.</b></p>	<p><b>Contact the Tennessee Department of Education to set up a National School Lunch and Breakfast Program. Please consult the Office of Operations --&gt; District Operations --&gt; School Nutrition list on the TDOE Directory <a href="#">here</a> for current points of contact.</b></p>	<p><b>January 15</b></p>
<b>February</b>		
Item	Deliverable	Due Date
<p>Sign up for employee benefits.</p>	<p>Charter schools authorized by the Commission may participate in the state group insurance plans, in accordance with T.C.A. § 49-13-119 or select their own group insurance plan. Opt-in or opt-out of the State of Tennessee’s Health, Dental, and Vision Plans.</p>	<p>February 1</p>
	<p>Complete and submit required participation paperwork.</p>	<p>March 1</p>
<p>Sign up eligible employees for TCRS.</p>	<p>Charter schools’ employees must participate in the Tennessee Consolidated Retirement System (TCRS), pursuant to T.C.A. § 8-35-242.</p>	<p>February 1</p>
	<p>Provide name of person responsible for TCRS reporting for the school.</p>	<p>March 1</p>

	<p>Enroll eligible employees into TCRS and begin monthly reporting by the first payroll in which an eligible employee is paid. Provide confirmation that the school has been established with TCRS.</p> <p>(Note: TCRS requires a signed copy of the charter agreement; work with Commission staff ahead of deliverable as needed)</p>	
<p><b>Establish a process for background screening for all employees and collect documentation of background checks, including employees in transportation, food service, custodial, and security.</b></p>	<p><b>Any individual in close proximity to school children must complete a satisfactory TBI background check prior to employment and every 5 years thereafter, pursuant to T.C.A. § 49-5-413.</b></p> <p><b>Obtain an ORI number from the TBI.</b></p>	<p><b>February 1</b></p>
<p>Submit e-mail domain.</p>	<p>Share with Commission staff what the email domain will be for all school personnel. If already in use by school personnel, confirm it is the domain that should be used for the Commission’s submission into TDOE Whitelist. (For example, the Commission’s email domain is <a href="mailto:info@tn.gov">@tn.gov</a>)</p>	<p>February 1</p>
<p>Update the school website to include information regarding SPED and EL services.</p>	<p>In accordance with T.C.A. 49-13-111(a)(5), charter schools must provide educational services to all students regardless of disability, English proficiency, or other diverse needs.</p> <p>Provide a link to the school’s website where there is information about the SPED and EL services provided by the school and that the school is open to all students and will serve the needs of all students who enroll.</p>	<p>February 1</p>

March		
Item	Deliverable	Due Date
<p>Name main contact for reporting calendar, federal programs compliance, and general compliance.</p>	<p>Submit name, title, and contact information of reporting calendar and general compliance contact.</p> <p>Submit name and contact information of human resources lead. This individual should be able to provide staffing and licensure information to the Commission.</p> <p>Submit name, title, and contact information of federal programs contact.</p> <p>Hire and designate leads for special education, student discipline, testing coordinator, SIS/Data Manager, Homeless Services, Foster Care, Migrant, 504, and ESL Services. Submit list of names and contact information of school-level and/or network-level leads.</p> <p>(Note: Please include the contact information for each role, even if one individual will serve multiple roles. Schools may list the same person for as many roles as necessary).</p> <p>Include within the contact information list uploaded in the Microsoft Teams channel.</p>	<p>March 1</p>
<p><b>Adopt and implement a plan for identifying and assessing English proficiency for students classified as Non-English Language Background (NELB)</b></p>	<p><b>Create and submit a Home Language Survey (HLS) to use with all enrolled students who do not already have an HLS in their cumulative folder. HLS must comply with State Board Rule 0520-01-19.</b></p>	<p><b>March 1 (or two weeks before the beginning of the enrollment period)</b></p>

<b>through a Home Language Survey.</b>		
Complete eRate filing.	<i>Informational only (No Submission Due):</i> If necessary, complete eRate filing via the <a href="#">Universal Service Administrative Company (USAC)</a> .	March 1
Submit student enrollment form.  Establish process for collecting immunization records or proper exemption forms.	Submit the enrollment form that the school plans to use for review and approval. The enrollment form must have: Occupational Survey (migrant identification) and Residency Questionnaire (McKinney Vento identification), and other requirements outlined in the Commission’s Student Enrollment procedures.  Submit documentation of record process and written assurance that students who do not have such records will be barred from school (except where allowances are permitted), in accordance with T.C.A. § 49-6-5001.	March 1 (or two weeks before the enrollment form is used)
<b>Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students.</b>	<b>Submit calendar, including start and end times, stockpile PD day requests, and 200-day accountability report to Commission for review. Please use calendar and PD day templates in Templates folder.</b>  <b>Submit proposed bell schedule(s). Pursuant to T.C.A. § 49-6-3004 and State Board Rule 0520-01-02-.31(1), a minimum of 6.5 hours of instructional time is required daily for the full academic year. Submit school bell schedules for both regular instructional days and any regularly scheduled early release days (such as for weekly PD) that reflect the minimum daily requirement.</b>  <b>Submit documentation of parental notification of calendar and schedules.</b>	<b>March 1</b>  <b>March 1</b>  <b>April 1</b>
Establish school number.	Work with Commission staff to submit State School Approval Form.	April 1

<b>April</b>		
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>
Designate individual responsible for finance and grants management.	Submit the name and contact information of the finance lead to the Commission. Include within the contact information list in Microsoft Teams.	April 1
Sign up eligible employees for TCRS.	Provide monthly documentation of TCRS payroll contributions.	April 1 May 1 June 1 July 1
<b>May</b>		
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>
Update the school website with governance documents.	In accordance with T.C.A. § 49-13-111(h), ensure that the school's website has governance documents posted, including open meetings law requirements (agendas, minutes, list of board members, etc.). Continue to update throughout pre-opening and beyond.	May 1 (or earlier if Board has meetings prior to this date)
Establish the Governing Board.	Submit list of the current members of the Governing Board including contact information and positions held on the Governing Board. The Commission must be notified of any change to the Governing Board made after the due date within 30 days of the change.	June 1
Establish and approve by-laws.	Submit copy of ratified by-laws and copy of minutes with ratification vote to the Commission.	June 1
Submit payment information to TDOE/Edison.	Submit W9 and ACH routing information to establish school as a vendor in Edison <a href="#">here</a> or confirm vendor number if already established.	May 1

Select a teacher evaluation system.	In accordance with T.C.A. § 49-1-302, T.C.A. § 49-5-108, and State Board Rule 0520-02-04, the school must select a teacher evaluation system and notify the Tennessee Department of Education of the system. If the school chooses to adopt an alternative observation model, it must be approved by the State Board in accordance with State Board Policy 5.201. If you have questions about teacher evaluations, please contact TDOE at <a href="mailto:TEAM.Questions@tn.gov">TEAM.Questions@tn.gov</a> .	May 1
Complete TCRS payments for eligible employees.	Provide monthly documentation of TCRS payroll contributions.	April 1 May 1 June 1 July 1
<b>June</b>		
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>
<b>Ensure school has appropriate management and oversight of student information in place.</b>	<b>Identify student information system (SIS) manager within the school and notify the Commission staff of name and contact information. Commission staff will work with SIS manager to secure access by mid-June.</b>	<b>June 1</b>
Execute a management contract. (If applicable)	Submit contract that is signed by management company and Governing Board and minutes from meeting approving the contract. Commission staff will review the contract to ensure it is in alignment with the requirements of the Charter Agreement and includes all required elements.	June 1
Draft and submit all plans/procedures/policies required to the pre-opening process and designate policy point of contact.	See attached sheet for required plans/procedures/policies.  Submit main point of contact for policy audit to Commission staff.	June 1

Complete initial requirements for federal funding compliance.	<i>For Title I Schools Only:</i> Create and submit school/parent/student compact forms to the Commission and plans to host annual Title I meeting by Oct. 1.	June 1
Establish processes for food service.	Determine lead for food services and submit name and contact information.  If contracting with a third-party vendor, submit written documentation of contract.  Submit plan to process free and reduced lunch applications and required reporting to State of Tennessee.	June 1
Execute contract with a custodial service vendor.	Submit contract with custodial vendor, if applicable.	June 1
If transportation will be provided, select transportation service provider. Service must meet specifications outlined in the Charter Contract.	Submit contract and insurance information of transportation provider and provide school contact for handling transportation, if applicable.	June 1
Obtain federal tax-exempt status for the school's education corporation.  Submit EIN and DUNS numbers.	Submit copies of all applications (Form 1023) and filings regarding tax-exempt status to the Commission, including final Internal Revenue Service determination letter.  Submit copy of school's EIN and Unique Entity ID. ( <a href="#">UEI registration here.</a> )	June 1  July 1
Meet with local law enforcement to establish	Submit written assurance of walkthrough, including any safety recommendations made by law enforcement. This item is due to the TDOE and	June 15

partnership and complete safety walkthrough.	we recommend getting this scheduled as soon as possible. Please submit communication or confirmation regarding scheduled security assessment and submit final assessment once complete.  NOTE: Email <a href="mailto:Homeland.security@tn.gov">Homeland.security@tn.gov</a> to request extension for school security assessment if facility won't be ready by June 15. Submit evidence extension has been granted.	
Complete TCRS payments for eligible employees.	Provide monthly documentation of TCRS payroll contributions.	April 1 May 1 June 1 July 1
<b>July</b>		
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>
Submit Foundational Literacy Skills Plan for approval (schools serving K-5).	For schools serving K-5, submit a Foundational Literacy Skills Plan to the TDOE for approval, pursuant to T.C.A. § 49-1-905(f).  Please see the <a href="#">TDOE's website</a> for further information.	July 1
Develop student/family handbook.	Submit copy of Student and Family Handbook containing the required policies/procedures. The handbook must have all required notices including student discipline, complaints/grievances, FERPA, etc.  For handbook requirements, see Commission Student Handbook under the Commission's <a href="#">LEA Procedures</a> .	July 1
Ensure school has appropriate management and oversight of student information in place.	Identify any final requests for plug-ins or auto-comm/auto-send (no additional plug-ins will be added after this date).  Ensure all currently identified English Learners and student with disabilities are entered into the Commission PowerSchool instance and error free.	July 1

<p>Ensure Student Information System (SIS) and state reporting system has all of the required information from the school.</p>	<p>Submit a request for all personnel who will need SSO, TN Pulse, InformTN, and ELPA 21 usernames.</p>	<p>(Date and link for requests will be communicated)</p>
<p>Establish a payroll system.</p>	<p>Submit contract with a payroll company or evidence of employment of or contract with persons to handle payroll and copy of deduction policy.</p>	<p>July 1</p>
<p>Designate individual responsible for back-office operations/reporting.</p>	<p>Submit evidence of employment or contract with an accountant, bookkeeper, or other person who will handle financial matters.</p>	<p>July 1</p>
<p>Retain an independent certified public accountant for auditing requirements.</p>	<p>Submit contract with independent certified public accountant, in accordance with T.C.A. § 49-13-111(k).</p>	<p>July 1</p>
<p>Establish a process for background screening for all employees and collect documentation of background checks, including employees in transportation, food service, custodial, and security.</p>	<p>Conduct TBI background checks for each new employee, contractor, or volunteer.</p> <p>Submit information to the Commission for DCS checks on any new employee, contract, or volunteer as they are hired in accordance with T.C.A. § 49-5-413(e)(1).</p> <p>This will continue with our reporting and compliance specialist in the coming months through the reporting calendar.</p> <p>Maintain background checks in a secure location in accordance with state and federal law. Files should be available for inspection at any time. (Storage must be in place for July 1 and will be checked during walk through, no submission required.)</p>	<p>July 1</p> <p>Ongoing</p>

<p>Establish human resource system for maintaining information.</p>	<p>Identify Human Resource Information System to collect and maintain employee information required under Personnel Information Reporting System (PIRS).</p> <p>Gain access to TNCompass through TDOE.</p>	<p>July 1</p>
<p>Adopt and implement a plan for identifying and assessing English proficiency for students classified as Non-English Language Background (NELB) through a Home Language Survey.</p>	<p>Submit written documentation of the school's plan to administer the ELPA screener to eligible students, and how the school plans to meet the anticipated needs of the EL students in accordance with federal and state law, in alignment with State Board Rule 0520-01-19.</p> <p>A final service plan will be submitted as part of the reporting calendar.</p>	<p>July 1</p>
<p><b>Adopt and implement a plan to deliver required services to students with disabilities.</b></p>	<p><b>Submit written documentation monthly on progress on hiring appropriate staff or contracts with other vendors for special education teacher(s), school psychologist, speech and language therapists, and occupational and physical therapists, or other services or equipment, if required by student IEPs.</b></p> <p><b>Identify staff hired to support projected enrollment of students with IEPs, ILPs, ILP-Ds, and 504 Plans. Identify who coordinates this work at the school level.</b></p> <p>Submit written documentation of anticipated students and their anticipated needs to the Commission and how the school plans to meet the needs of the students. A final plan will be submitted as part of the August reporting calendar (deadline is September 5<sup>th</sup>).</p>	<p><b>July 1</b></p>

<p>Submit student record request plans.</p>	<p>Submit written assurances from school that records have been requested and/or received, are or will be in locked storage, and locked storage is present at the time of inspection.</p> <p>(NOTE: The Commission strongly recommends schools begin requesting records as early as May to have the files in time for the beginning of the school year. Schools may use the optional Commission tracker.)</p> <p>Submit copy of FERPA procedures for storage/handling of student files in school. Locked storage of student files will be inspected during pre-opening walkthrough.</p>	<p>July 1</p>
<p>Complete initial requirements for federal funding compliance.</p>	<p>Create and submit a draft of the state required School Improvement Plan (School Plan).</p>	<p>July 1</p>
<p>Hire or contract with a nursing services provider and create a plan and procedures for the administration of prescription and non-prescription medications to students and for provision of required health services.</p>	<p>Submit documentation of the school's relationship with a registered nurse and/or physician.</p>	<p>July 1</p>
<p><b>Acquire required insurance.</b></p>	<p><b>Submit certificate of insurance that meets the minimum levels as required by TCA § 49-13-107 and the Charter Agreement.</b></p>	<p><b>July 1</b></p>
<p>Obtain an asbestos-free certification under</p>	<p>If constructing a new school building, obtain a statement from an architect, project engineer responsible for the construction of the new building, or an</p>	<p>July 1</p>

40 CFR 763.99.	<p>accredited inspector that no asbestos-containing building material (ACBM) was specified as a building material in any construction document for the building, or, to the best of his or her knowledge, no ABCM was used as a building material in the building.</p> <p>If not constructing a new school building, submit assurance of proper inspection for ACBM by an accredited inspector, as required by Federal laws and regulations governing asbestos in schools.</p>	
<b>Obtain a Certificate of Occupancy and any other required permits from local building department <u>before Pre-Opening Visit.</u></b>	<p><b>Submit Certificate of Occupancy and any other required permits.</b></p> <p>This will be examined as part of the walkthrough process.</p>	<b>July 1</b>
Complete Fire Marshal inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space.	<p>Submit documentation of Fire Marshal inspection.</p> <p>This will be examined as part of the walkthrough process.</p>	July 1
Complete TCRS payments for eligible employees.	Provide monthly documentation of TCRS payroll contributions.	<p>April 1</p> <p>May 1</p> <p>June 1</p> <p>July 1</p>
Ensure all necessary staff have access to TN Pulse.	Ensure all necessary staff have acquired an SSO account. Schools will need to request an SSO through Commission staff.	July 31

	Ensure all staff who support IEPs, ILPs, ILP-Ds, and 504 plans have a TN Pulse account, can login, and have the appropriate user roles.	
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### UPCOMING ITEMS FOR REPORTING CALENDAR RELATED TO PRE-OPENING

These items are included in this list not to be submitted through the pre-opening process, but as flags for upcoming items that will be submitted through the reporting calendar.

Establish processes for food service.	Complete registration and submit required forms to the State Department of Education to finalize operation of a National School Lunch and Breakfast Program.	July 31
Ensure Student Information System (SIS) and state reporting system has all of the required information from the school.	Enroll all students and complete staff profiles in student information system.	July 31
	Finalize all student and staff profiles, including resolving any errors in student information system.	August 31
Develop written safety plans for life safety procedures such as fire drills and emergency evacuation, including school safety plans in accordance with Project SAVE. These plans are in the student and employee handbooks, and the school hires appropriate security personnel.	Submit copy of SAVE plan and Emergency Operations Plan in Navigate Prepared.	August 1
Hire or contract with a nursing services provider and create a plan and procedures for the administration of prescription and non-prescription medications to students and for provision of required health services.	Submit written documentation of anticipated students and their anticipated health needs to the Commission and how the school plans to meet the needs of the students in accordance with required services.	August 1

**FINAL PRE-OPENING VISIT  
WALKTHROUGH CHECKLIST**

The following items will be inspected as part of the final pre-opening visit:

Topic	Item	Completion Status	Notes
<b>Facilities Readiness and Signage</b>	Utilities and water are turned on and working properly in all areas of the building.		
	Submit Asbestos Certification, Certificate of Occupancy and any other required permits from local building department.		
	Space is safe and secure; entrance and egress from the school's space is adequately controlled.		
	All exterior doors close and lock properly.		
	School safety zone signage. (optional)		
	Complete Fire Marshal inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space.		
	Inspection of appropriately secured medical storage.		
	Ensure that classroom space, restrooms, and special purpose space meet the requirements of the program and the number of students enrolled.		
	Distribute necessary instructional materials and supplies to classrooms at every grade level, including age-appropriate classroom furniture.		

Topic	Item	Completion Status	Notes
	Public displays of signage (noted in required postings section of Charter Handbook and included below).		
<b>Emergency Operations</b>	Ensure that fire extinguishers have been recently inspected.		
	Ensure that there is adequate signage for the school and that the school building is appropriately numbered for emergency response purposes.		
	Make certain each room has emergency exit plans and maps that will not be covered by any materials.		
	Ensure two (2) fire drills are planned and will occur within the first thirty (30) full days of the school year.		
<b>Records Storage</b>	Medical records are separate from academic records, in locked storage, and locked storage is present at time of Pre-Opening Visit.		
	Student records have been requested and/or received, are or will be in locked storage, and locked storage is present at the time of inspection.		
<b>Food Service and Preparation</b>	The school has the necessary equipment to either prepare food on site or accept food service delivery and properly store food and beverage until it is consumed. Inspection will be completed at Pre-Opening Visit.		

Topic	Item	Completion Status	Notes
<b>Transportation</b>	Inspection of school transportation plans and spaces for buses, traffic flow-thru, and student drop off/pick up.		

### Required Postings

(From Commission Charter School Handbook)

Required Posting/Notice	Completion Status	Notes
Notice prohibiting weapons on school property		
Notice that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property that is not properly in the possession of the student		
Notice visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons		
Notice that the school does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.		
Notice that displays prominently the contact information required to be listed for the Title IX Coordinator in each available handbook or catalog		
DCS/child abuse reporting notice (Guidance found <a href="#">here</a> )		

Required Posting/Notice	Completion Status	Notes
Homeless information posters - with correct school and district contact information ( <a href="#">English</a> and <a href="#">Spanish</a> )		
Child Find information posters		
National Motto		