



Tennessee Public Charter School Commission

ASD Transition Checklist

Cornerstone Prep Lester Campus



Introduction

This will serve as a guiding document for charter schools that have been authorized by the Tennessee Public Charter School Commission (“Commission”) to transition from the Achievement School District (ASD). Operators are expected to fulfill all of the requirements outlined in the following table to ensure that the charter school transitions with the tools in place to succeed as a high-quality school under the Commission.

The Charter Commission staff will work with the charter school to complete the transition checklist, but it is the ultimate responsibility of the charter school to ensure it has completed all steps necessary for the transition. We understand that transitioning a school to a new authorizer takes a significant amount of time and energy, and the failure to complete one item does not mean that the school will not open. However, deliverables that are in **bold text** are considered foundational items that must be completed for a school to successfully transition. 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 Charter Commission, the school’s opening may be delayed.

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

The Charter Commission staff will conduct a pre-opening visit to verify that the school is ready to open its doors to students. A school may not open until it has received a letter from the Charter Commission stating that it has completed the necessary items on the Pre-Opening Checklist, and the school is ready to open for students, families, and staff.

If a charter school does not complete all of the items on the Pre-Opening Checklist by December 31st of the year it opens, the school’s charter will be recommended for immediate revocation.

| Beginning Months: November – January | | | |
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| Item | Deliverable | Due Date | |
| Name of contact for pre-opening checklist. | Submit name, title, and contact information of individual overseeing the pre-opening checklist | 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 | |
| Submit lottery procedures. | 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 | <i>*Confirm if this is the same as CEG's</i> | |



| | <p>firm of the lottery process used for enrollment purposes OR request that the TDOE review (Charter.Schools@tn.gov) and approve the lottery process at least 15 business days prior to the opening of the initial application window.</p> <p>Submit written documentation to the Charter Commission.</p> | <p><i>submissions for other Commission schools via reporting calendar.</i></p> | |
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| February | | | |
| Item | Deliverable | Due Date | |
| <p>Submit preliminary enrollment counts</p> | <p>Submit current enrollment and special education counts by funding option to begin the district planning and funding application processes. This data will be verified with the ASD.</p> | <p>February 15</p> | |
| March | | | |
| Item | Deliverable | Due Date | |
| <p>Submit 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>March 1</p> | |

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| | <p>Submit name, title, and contact information of federal programs contact.</p> <p>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>Designate individual responsible for finance and grants management.</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 reporting calendar template.</p> | | |
| Notify TCRS of change in authorizer. | <p>Notify TCRS of the transition from the ASD to the Commission and ensure any new eligible employees are in the Tennessee Consolidated Retirement System (TCRS).</p> | March 1 | |
| Complete School Approval Form with Commission staff. | <p>Work with Commission staff to complete school approval form to ensure your school number transitions to district 987 as of July 1 of the next fiscal year.</p> | March 1 | |

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| <p>Provide a list of any non Title/IDEA state/federal funding the school receives (facility grant, VPK, All Corps, etc.) to Commission staff.</p> | <p>For determining what, if any, grant needs to transfer with the schools and the timeline for the transfer. This list includes, but is not limited to:</p> <ul style="list-style-type: none"> • VPK • 21st Century • LEAPS <p>Please note: we highly encourage you to ensure all ESSER 3.0 funds are obligated and liquidated prior to your transition to the Commission, to avoid any delays in the transfer of funds that could prevent successful drawdown in FY25.</p> | <p>March 1</p> | |
| <p>Submit student enrollment form.</p> <p>Submit process for collecting immunization records or proper exemption forms.</p> | <p>Submit the enrollment form that the school plans to use for review and approval. The enrollment form must have: Occupational Survey (migrant identification), for new arrivals), Residency Questionnaire (McKinney Vento identification).</p> <p>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.</p> | <p>March 1 (or two weeks before the application form is used)</p> | |
| <p>Submit school's plan for identifying and assessing English proficiency for</p> | <p>Submit a Home Language Survey (HLS) to use with all enrolled students who do not already have a HLS in their cumulative</p> | <p>March 1 (or two weeks before the beginning</p> | |

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| <p>students classified as Non-English Language Background (NELB) through a Home Language Survey.</p> | <p>folder. Home Language Survey must be in compliance with State Board Rule 0520-01-19.</p> | <p>of the enrollment period)</p> <p><i>*Confirm if this is the same form as CEG's other Commission schools.</i></p> | |
| <p>Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students.</p> | <p>Submit calendar, including start and end times, stockpile PD day requests, and 200-day accountability report to Charter Commission for review. Please use calendar and PD day templates in Templates folder.</p> <p>Submit proposed bell schedule(s). Pursuant to T.C.A. § 49-6-3004 and State Board rule 0520-01-03-.02, 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.</p> | <p>March 1</p> <p>March 1</p> | |



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| | Submit documentation of parental notification of calendar and schedules. | April 1 <i>*Confirm if this is the same as CEG's other Commission schools.</i> | |
| Submit established and approved by-laws. | Submit copy of ratified by-laws. | March 1 | |
| Have an adequate number of teachers that matches the staffing plan for upcoming school year. | 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 with current reporting calendar submission. Clearly identify staff members assigned to provide SPED and EL services. NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar. | March 1 April 1 May 1 June 1 | |
| Finalize current enrollment for funding calculations. | Submit final enrollment numbers after closing the enrollment period and lottery. <i>(Update monthly until July)</i> | March 15 April 15 May 15 June 15 | |

| | <ul style="list-style-type: none"> • Estimated total enrollment on the first day of school • Estimated number of SWD • Estimated number of EL/LEP students • Estimated number of directly certified (ED) students | July 1 | |
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| April | | | |
| Item | Deliverable | Due Date | |
| Have an adequate number of teachers that matches the staffing plan for upcoming school year. | <p>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 with current reporting calendar submission. Clearly identify staff members assigned to provide SPED and EL services.</p> <p>NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.</p> | <p>March 1 April 1 May 1 June 1</p> | |
| Finalize current enrollment for funding calculations. | <p>Submit final enrollment numbers after closing the enrollment period and lottery. (<i>Update monthly until July</i>)</p> <ul style="list-style-type: none"> • Estimated total enrollment on the first day of school • Estimated number of SWD | <p>March 15 April 15 May 15 June 15 July 1</p> | |

| | <ul style="list-style-type: none"> • Estimated number of EL/LEP students • Estimated number of directly certified (ED) students | | |
|--|--|--|--|
| May | | | |
| Item | Deliverable | Due Date | |
| Submit documentation of surety bond. | <p>In accordance with T.C.A. 49-13-111(n), a charter school shall require any governing board member or employee with access to funds to have a surety bond.</p> <p>Submit surety bond documentation.</p> <p>(Note: This may be embedded within insurance plan as Directors and Officers Insurance (D&O).)</p> | May 1 | |
| Confirm Supplier ID number | <p>Send Commission our current supplier ID number from Edison. Ensure current vendor and ACH information in Edison is up to date.</p> | <p>May 1</p> <p><i>*Confirm if this is the same as CEG's other Commission schools.</i></p> | |
| Notify the Commission of your evaluation model (either approved | <p>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</p> | May 1 | |

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| <p>alternative model or use of a state model).</p> | <p>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.</p> | <p><i>*Confirm if this is the same as CEG's other Commission schools.</i></p> | |
| <p>Submit Foundational Literacy Skills Plan for approval (schools serving K-5).</p> | <p>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).</p> <p>(Note: In past years, a draft has been due to the TDOE for review by May 14 and the plan has been due on June 1. Please see the TDOE's website for further information.)</p> | <p>May 1</p> | |
| <p>Have an adequate number of teachers that matches the staffing plan for upcoming school year.</p> | <p>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 with current reporting calendar submission. Clearly identify staff members assigned to provide SPED and EL services.</p> <p>NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.</p> | <p>March 1 April 1 May 1 June 1</p> | |

| <p>Finalize current enrollment for funding calculations.</p> | <p>Submit final enrollment numbers after closing the enrollment period and lottery. <i>(Update monthly until July)</i></p> <ul style="list-style-type: none"> • Estimated total enrollment on the first day of school • Estimated number of SWD • Estimated number of EL/LEP students • Estimated number of directly certified (ED) students | <p>March 15 April 15 May 15 June 15 July 1</p> | |
|--|---|---|------------------|
| June | | | |
| Item | Deliverable | Due Date | Completed |
| <p>Submit name of school/principal.</p> | <p>Submit name and contact information. The Commission must be notified of any change in school director/principal made after the due date and within 30 days of hire.</p> | <p>June 1</p> | |
| <p>Execute and submit management contract (if applicable).</p> | <p>Submit contract that is signed by management company and Governing Board and minutes from meeting approving the contract.</p> | <p>June 1</p> | |
| <p>Establish and approve an employee handbook and distribute handbook to all staff.</p> | <p>Submit approved copy of employee handbook and minutes with Governing Board approval vote.</p> | <p>June 1</p> | |
| <p>Submit student/family handbook.</p> | <p>Submit copy of Student and Family Handbook containing the required policies/procedures. The handbook must have all required notices</p> | <p>June 1</p> | |

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| | including student discipline, complaints/grievances, FERPA, etc. | | |
| Draft and submit all plans/procedures/policies required and designate policy point of contact. | See attached sheet for required plans/procedures/policies. Submit main point of contact for policy audit to Commission. | June 1 | |
| Complete initial requirements for federal funding compliance. | Create and submit school/parent/student compacts forms to the Commission and plans to host annual Title I meeting by October 1. | June 1 | |
| If transportation will be provided, submit transportation service provider information. Service must meet specifications outlined in the Charter Contract. | Submit contract and insurance information of transportation provider and provide school contact for handling transportation. | June 1 | |
| Ensure school has appropriate management and oversight of student information in place. Ensure Student Information System (SIS) and Education Information System (EIS) have all of the required information from the school. | 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 Charter Commission PowerSchool instance and error free. | July 1 | |

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| | Submit a request for all personnel who will need SSO, EIS, EASYIEP, InformTN, and WIDA AMS usernames. Link: https://forms.office.com/r/Ctjsr5k913 | (Date will be communicated) | |
| Submit school's plan to deliver required services to students with disabilities. | Plan to complete transfer IEP meetings with all students with disabilities within the first 30 days of enrollment. | June 1 | |
| Provide 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 names of employees who need access to Navigate Prepare. Download all existing documentation in Navigate Prepared for your school for your records. These documents may no longer be accessible after the school building is transferred to the Commission. Submit copy of SAVE plan and Emergency Operations Plan in Navigate Prepared (July reporting calendar item) | June 1 August 1 | |
| Have an adequate number of teachers that matches the staffing plan for upcoming school year. | 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 with current reporting calendar submission. Clearly | March 1 April 1 May 1 June 1 | |

| | <p>identify staff members assigned to provide SPED and EL services.</p> <p>NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.</p> | | |
|--|--|---|------------------|
| Finalize current enrollment for funding calculations. | <p>Submit final enrollment numbers after closing the enrollment period and lottery. (Update monthly until July)</p> <ul style="list-style-type: none"> • Estimated total enrollment on the first day of school • Estimated number of SWD • Estimated number of EL/LEP students • Estimated number of directly certified (ED) students | <p>March 15 April 15 May 15 June 15 July 1</p> | |
| July | | | |
| Item | Deliverable | Due Date | Completed |
| Complete budget for upcoming school year and receive approval from the Governing Board. | <p>Submit final board approved budget. Budget must specify the student enrollment assumption.</p> <p>The July 1 budget will be the basis for the enrollment variance calculation in the school performance framework.</p> | July 1 | |

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| <p>Maintain 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>Submit information to the Charter 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>Submit school's 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 WIDA 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 in August (deadline September 5).</p> | <p>July 1</p> | |

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| <p>Submit school's plan to deliver required services to students with disabilities.</p> | <p>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.</p> <p>Submit written documentation of anticipated students and their anticipated needs to Charter Commission and how the school plans to meet the needs of the students.</p> <p>A final plan will be submitted as part of the August reporting calendar (deadline is September 5th).</p> | <p>July 1</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>July 1</p> | |

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| | <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>Submit processes for food services.</p> | <p>Submit lead for food services and submit name and contact information.</p> <p>If contracting with a third-party vendor, submit written documentation of contract or MOU. If contracting with geographic LEA, provide signed agreement/documentation of continuity of services, including written confirmation that the geographic LEA is aware of the transition to the Commission.</p> | <p>July 1</p> | |
| <p>Submit the school's nursing services provider and the 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> | |

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| <p>Submit proof of required insurance.</p> | <p>Submit certificate of insurance that meets the minimum levels as required by TCA § 49-13-107 and the Charter Agreement.</p> | <p>July 1</p> | |
| <p>Meet with local law enforcement to complete annual security assessment.</p> | <p>Submit written assurance of walkthrough, including any safety recommendations; made by law enforcement. This item is due to TDOE mid-August, we recommend getting this scheduled as soon as possible. Please submit communication or confirmation regarding scheduled security assessment and submit final assessment once complete.</p> <p>This template will be completed during the security assessment. (Note: This form may be updated by the TDOE. Commission staff will communicate with schools if this is the case.)</p> | <p>July 1</p> | |
| <p>Submit facility lease agreement/MOU.</p> | <p>Submit a copy of current lease agreement or MOU, if applicable, and any other related facility documentation.</p> | <p>July 1</p> | |



**FINAL TRANSITION
WALKTHROUGH CHECKLIST**

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

| Topic | Item | Completion Status | Notes |
|---|--|-------------------|-------|
| Facilities Readiness and Signage | Utilities are turned on and working properly in all areas of the building (only if transitioning to a new facility). | | |
| | Space is safe and secure; entrance and egress from the school's space is adequately controlled. | | |
| | All exterior doors close and lock properly. | | |
| | Public displays of signage (noted in required postings section of Charter Handbook and included below). | | |
| Emergency Operations | 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. | | |
| Records Storage | Medical records are separate from academic records, in locked storage, and locked storage is present at time of site Visit. | | |

| Topic | Item | Completion Status | Notes |
|-------------------------------------|---|-------------------|-------|
| | 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. | | |
| Food Service and Preparation | 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 site visit. (Not required unless school is transitioning to a new facility). | | |
| Transportation | Inspection of school transportation plans and spaces for busses, traffic flow-thru, and student drop off/pick up. (Not required unless school is transitioning to a new facility). | | |



Required Postings

(From TPCSC 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 | | |
| DCS/child abuse reporting notice | | |
| Homeless information posters | | |
| Child Find information posters | | |
| National Motto | | |



TENNESSEE
PUBLIC CHARTER SCHOOL COMMISSION