



Tennessee Public Charter School Commission

ASD Transition Checklist

[Insert School Name]



Introduction

This will serve as a guiding document for charter schools that have been authorized by the Tennessee Public Charter School Commission (Charter 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, items that are in **bold text** are considered foundational items that must be completed for a school to successfully transition. If any of the **bolded items** 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.

The Charter Commission staff will conduct a transition 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 Transition Checklist by December 31st of the year it opens, the school's charter will be recommended for immediate revocation.

Governance & Management					
Item	Deliverable	Due Date	Owner	Comments	Completed
Submit list of current board members.	Submit list of the current members of the Governing Body including contact information and positions held on the Governing Body. The TPCSC must be notified of any change to the Governing Body made after the due date within 30 days of the change.	March 1			
Submit established and approved by-laws.	Submit copy of ratified by-laws.	March 1			
Submit name of school/principal.	Submit name and contact information. The TPCSC must be notified of any change in school director/principal made after the due date and within 30 days of hire.	June 1			
Name of contact for pre-opening checklist	Submit name, title, and contact information of individual overseeing the pre-opening checklist	February 1			
Name main contact for reporting calendar/general compliance.	Submit name, title, and contact information of reporting calendar and general compliance.	March 1			
Name main contact for federal programs compliance.	Submit name, title, and contact information of federal programs contact. If same contact at the reporting calendar/general compliance, please note it.	March 1			
Execute and submit management contract (if applicable).	Submit contract that is signed by management company and Governing Body and minutes from meeting approving the contract.	June 1			

Finance					
Item	Deliverable	Due Date	Owner	Comments	Completed
Submit preliminary enrollment counts	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.	February 15			
Finalize current enrollment for initial funding projections.	Submit final enrollment numbers after closing the enrollment period and lottery. <ul style="list-style-type: none"> • Estimated total enrollment on the first day of school • Estimated number of SWD • Estimated number of EL students • Estimated number of directly certified students 	May 1			
Provide a list of any non Title/IDEA state/federal funding the school receives (facility grant, VPK, All Corps, etc.) to Commission staff	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: <ul style="list-style-type: none"> • VPK • Facility Funding • All Corps • Summer Learning Programming • 21st Century • LEAPS 	March 1			
Complete budget for upcoming school year and receive approval from the Governing Body.	Submit budget to the TPCSC and copy of minutes with approval vote included.	June 1			
Designate individual responsible for finance.	Submit name and contact information of the finance lead to the TPCSC. Ensure current vendor and ACH information in Edison is up to date.	March 1			
Submit proof of tax-	Submit copies of all applications (Form 1023) and filings	June 1			



exempt status	regarding tax-exempt status to the TPCSC, including Internal Revenue Service determination letter.				
Retain an independent certified public accountant for auditing requirements.	Submit contract with independent certified public accountant.	July 1			
Personnel/Staffing					
Item	Deliverable	Due Date	Owner	Comments	Completed
Designate a human resources lead.	Submit name and contact information of human resources lead to the TPCSC. This individual should be able to provide staffing information to the TPCSC upon request.	March 1			
Notify the TPCSC of your evaluation model (either approved alternative model or use of a state model)	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.	May 1			
Notify TCRS of change in authorizer	Notify TCRS of the transition from the ASD to the TPCSC and ensure any new eligible employees are in the Tennessee Consolidated Retirement System (TCRS) and begin monthly reporting by the first payroll in which an eligible employee is paid.	March 1			
Maintain a process for background screening for all employees and collect documentation of background checks,	Submit your school's ORI number from the TBI to the TPCSC.	February 1			
	Conduct TBI background checks for each new employee, contractor, or volunteer. Files should be	July 1			

including employees in transportation, food service, custodial, and security.	available for inspection at any time.				
	Submit information to TPCSC for DCS checks on any new employee, contractor, or volunteer.				
	Maintain background checks in a secure location in accordance with state and federal law. Files should be available for inspection at any time.	July 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.	March 1			
		April 1			
		May 1			
		June 1			
		July 1			
Establish and approve an employee handbook and distribute handbook to all staff.	Submit approved copy of employee handbook and minutes with Governing Body approval vote.	June 1			
	Provide documentation that the employee handbook has been distributed to all staff.	July 15			
Serving Special Populations					
Item	Deliverable	Due Date	Owner	Comments	Completed
Identify 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. If the contact changes, the school will provide updates to the TPCSC on contacts within a week of the change.	February 1			
Submit school's a plan to deliver required services to students	Submit written documentation that the school has hired appropriate staff or contracted with other vendors for special education teacher(s), school	August 1			

with disabilities.	<p>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 TPCSC and how the school plans to meet the needs of the students.</p> <p>A final plan will be submitted as a part of the August reporting calendar. (Deadline is September 5th)</p>				
Submit school's a plan for identifying and assessing English proficiency for students classified as Non-English Language Background (NELB) through a Home Language Survey.	<p>Create and submit a Home Language Survey (HLS) to use with all enrolled students who do not already have a HLS in their cumulative folder. Home Language Survey must be in compliance with State Board Policy 3.207.</p>	March 1			
	<p>Submit written documentation of anticipated EL students and their anticipated needs to TPCSC and how the school plans to meet the needs of the students in accordance with federal and state law.</p> <p>A final plan will be submitted as a part of the August reporting calendar. (Deadline is September 5th)</p>	August 1			
School Operations					
Item	Deliverable	Due Date	Owner	Comments	Completed
Submit student application form	Submit the application form the school plans to use for review and approval.	February 1 (or two weeks before the application)			

		form is used)			
Complete School Approval Form with TPCSC staff	Work with TPCSC staff to complete school approval form to ensure your school number transitions to district 987 as of July 1 of the next fiscal year.	March 1			
Submit student enrollment form	Submit the enrollment form that the school plans to use for review and approval. The enrollment form must have: Occupational Survey (migrant identification), Home Language Survey (EL identification, for new arrivals), Residency Questionnaire (McKinney Vento identification).	March 1 (or two weeks before the application form is used)			
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 TPCSC.	June 1			
Complete initial requirements for federal funding compliance.	Create and submit in e-Plan a draft of the School Improvement Plan	June 1			
	Create and submit school/parent/student compacts forms to the TPCSC and plans to host annual Title I meeting by October 1.	July 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			



Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students.	Submit calendar, start and end times, class schedules, and documentation of parental notification.	April 15			
Submit processes for food service.	Submit lead for food services and submit name and contact information.	July 1			
	If contracting with a third-party vendor, submit written documentation of contract.	July 1			
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.	Submit documentation of the school's relationship with a registered nurse and/or physician.	July 15			
	Submit written documentation of anticipated students and their anticipated health needs to TPCSC and how the school plans to meet the needs of the students in accordance with required services.	August 1			
Submit process for collecting immunization records or proper exemption forms.	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.	July 15			
Submit lottery procedures and student record request plans	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 lottery process used for enrollment purposes OR request	March 1			

	that the TDOE review and approve the lottery process prior to the lottery taking place. Submit written documentation to the TPCSC				
	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. NOTE: TPCSC recommends schools begin requesting records as early as May to have the files in time for the beginning of the school year. Submit copy of FERPA procedures for storage/handling of student files in school. Locked storage of student files will be inspected during pre-opening visit.	July 30			
Submit 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.	June 1			
Submit facility lease agreement/MOU	Submit a copy of current lease agreement or MOU, if applicable, and any other related facility documentation.	July 1			
Submit proof of required insurance.	Submit certificate of insurance that meets the minimum levels as required by TCA § 49-13-107 and the Charter Agreement.	July 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	Submit copy of SAVE plan and Emergency Operations Plan in Navigate Prepared.	August 1			

student and employee handbooks, and the school hires appropriate security personnel.					
Complete annual school security assessment	In accordance with T.C.A. 49-6-4302, complete annual school security assessment and notify TPCSC when assessment is completed. Staff will follow up to TDOE to make sure the assessment information is transferred to the TPCSC district.	August 1 (or by deadline set up TDOE).			
Student Data					
Item	Deliverable	Due Date	Owner	Comments	Completed
Ensure school has appropriate management and oversight of student information in place.	Identify student information system (SIS) manager within the school and notify the TPCSC staff of name and contact information.	April 1			
Ensure school has appropriate management and oversight of student information in place.	Secure access to the TPCSC's SIS.	June 1			
Ensure Student Information System (SIS) and Education Information System (EIS) have all of the required information from the school.	Submit a request for all personnel who will need SSO accounts, EIS, EASYIEP, and WIDA AMS usernames.	June 15			
	Enroll all students and complete staff profiles in student information system.	July 31			
	Complete all student profiles in student information system, working with TPCSC to resolve all errors and	August 31			



	ensuring all students appear in EIS.				
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**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.		
	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)		
	Inspection of appropriately secured medical storage.		
	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.		

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



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		



Transition Policy Checklist

Required Policies/Procedures	Source of Requirement
<ul style="list-style-type: none"> Code of Ethics and conflict of interest policy 	<ul style="list-style-type: none"> TPCSC LEA Policy 1106 TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> Grievance and complaint policy and procedures 	<ul style="list-style-type: none"> TPCSC LEA Policy 1200 TPCSC LEA Policy 1801
<ul style="list-style-type: none"> ADA/Section 504 complaint policy or procedure 	<ul style="list-style-type: none"> TPCSC LEA Policy 1802
<ul style="list-style-type: none"> Parent and family engagement policy 	<ul style="list-style-type: none"> TPCSC LEA Policy 4502 TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> Student attendance policy and procedures 	<ul style="list-style-type: none"> TPCSC LEA Policy 6200
<ul style="list-style-type: none"> Admissions and enrollment policy 	<ul style="list-style-type: none"> TPCSC LEA Policy 6206
<ul style="list-style-type: none"> Student discipline policy and procedures 	<ul style="list-style-type: none"> TPCSC LEA Policy 6313 TPCSC Disciplinary Hearing Authority Procedures
<ul style="list-style-type: none"> Zero tolerance policy and procedures 	<ul style="list-style-type: none"> TPCSC LEA Policy 6309
<ul style="list-style-type: none"> Student disciplinary hearing authority (DHA) policy and procedures 	<ul style="list-style-type: none"> TPCSC LEA Policy 6317 TPCSC Disciplinary Hearing Authority Procedures
<ul style="list-style-type: none"> Migrant student procedures 	<ul style="list-style-type: none"> TPCSC LEA Policy 6504 TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> Identification of immigrant student procedures 	<ul style="list-style-type: none"> TPCSC Student Enrollment Procedures TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> Confidentiality of Student Records Policy Survey of students/Collection of Information Policy 	<ul style="list-style-type: none"> TPCSC LEA Policy 6600 TPCSC Uniform Grants Guidance Policies/Procedures, p. 48
<ul style="list-style-type: none"> Protection of employee personal information policy and procedures 	<ul style="list-style-type: none"> TPCSC Uniform Grants Guidance Policies/Procedures, p. 45 TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> Title IX and sexual harassment policy and procedures 	<ul style="list-style-type: none"> TPCSC LEA Policy 6304.01
<ul style="list-style-type: none"> Differentiated pay/strategic compensation plan, or salary schedule 	<ul style="list-style-type: none"> TPCSC LEA Policy 5911 TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> Process to recruit, train, and appoint surrogate parents in the case of students who are wards of the state, 	<ul style="list-style-type: none"> TPCSC LEA Policy 1801

unaccompanied homeless youth, or in cases where a parent cannot be located	
<ul style="list-style-type: none"> • Response to Intervention (RTI²) implementation plan 	<ul style="list-style-type: none"> • TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> • Professional development plan 	<ul style="list-style-type: none"> • TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> • Plan for support, supervision, and evaluation of teachers and staff 	<ul style="list-style-type: none"> • TPCSC Federal Programs Sub-recipient Monitoring Guidebook
<ul style="list-style-type: none"> • Fiscal Management Objectives 	<ul style="list-style-type: none"> • TPCSC LEA Policy 2100
<ul style="list-style-type: none"> • School Safety 	<ul style="list-style-type: none"> • TPCSC LEA Policy 3201
<ul style="list-style-type: none"> • Emergency Preparedness 	<ul style="list-style-type: none"> • TPCSC LEA Policy 3202
<ul style="list-style-type: none"> • Instructional Materials 	<ul style="list-style-type: none"> • TPCSC LEA Policy 4400
<ul style="list-style-type: none"> • Promotion and Retention 	<ul style="list-style-type: none"> • TPCSC LEA Policy 4603
<ul style="list-style-type: none"> • Student Equal Access 	<ul style="list-style-type: none"> • TPCSC LEA Policy 4802
<ul style="list-style-type: none"> • Substitute Teachers 	<ul style="list-style-type: none"> • TPCSC LEA Policy 5701
<ul style="list-style-type: none"> • Restraint and Isolation 	<ul style="list-style-type: none"> • TPCSC LEA Policy 6500