



Charter School Pre-Opening Checklist

Existing School Transitioning to the Tennessee Public Charter School Commission

Approved to Open in 2026-27 School Year

Introduction

After a charter school is approved to transition to the Tennessee Public Charter School Commission (“Commission”), there are a number of steps to ensure that all items are transferred and the records are complete. This will serve as a guiding document for existing charter schools that are transitioning to the Commission from another district through a renewal appeal or from the Achievement School District in conjunction with the provided pre-opening guide. Operators are expected to fulfill all the requirements outlined in the following table to ensure that the charter school opens under the Commission with all requirements fulfilled, all records transferred, and all compliance items completed. These are the foundations to a successful transfer.

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 to be ready to open. Schools must complete all items listed in the transition checklist. However, there are some items for which the Commission may not need to see the materials or documentation. These items are designated as attestations. Transitioning schools will sign an attestation to confirm these deliverables have been completed each month. These deliverables will be starred (*) on the transition checklist to indicate they are attestations. By signing the attestation, schools are confirming that they have completed the indicated items by their due dates. Commission staff may ask to see documentation or materials for items at any time, and should staff deem appropriate, will move to request submission of all items instead of attestations.

Additionally, the checklist begins with “Ready to Transition” criteria, which outlines foundational items necessary for a school to successfully transition into the Commission. These items will consistently be part of monthly check-ins and should be considered priorities for all transitioning 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 transitioning 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 Transition criteria are considered foundationally important to opening, particularly within the outlined timeline. If any of the deliverables or Ready to Transition Criteria are not completed



or if a significant number of other items are not completed by the deadlines set by the Commission, the school may be at risk for intervention, penalties, or, in extreme cases, the school may be closed and no longer able to operate under the Commission.

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 transition visit to verify that the school is ready to open its doors to students under the Commission. If a charter school does not complete all of the items on the Transition Checklist within the reasonable timeframe outlined within the checklist, the Commission reserves the right to initiate revocation proceedings.

Ready To Transition Criteria

The “Ready to Transition” criteria outline foundational items necessary for a school to successfully transition to the Commission. These items will consistently be part of monthly check-ins and are considered priorities for all transitioning schools. Schools should also ensure alignment between their approved charter applications, their approved charter agreements, and the ready to transition 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.

Item	Deliverables	Timeline
Food Services	<p>Determine lead for food services and submit name and contact information.</p> <p>If contracting with a third-party vendor, submit written documentation of contract. If contracting with the district, submit written agreement that services will continue after the transition to new district.</p> <p>Submit plan to process free and reduced lunch applications and required reporting to State of Tennessee.</p>	February 1

Item	Deliverables	Timeline
Enrollment	Submit preliminary enrollment and special education projections by funding option to begin the district planning and funding application processes. Existing schools can use current school year's enrollment as basis for projections.	February 15
Enrollment	Submit preliminary enrollment and special education projections by funding option to begin the district planning and funding application processes.	February 15
Enrollment	Submit 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/LEP students • Estimated number of directly certified (ED) students Current enrollment count (total students, SWD, EL/LEP, ED)	Update monthly until July 1
Transportation	Confirm that transportation services are not impacted by transition to new district. Submit contract and insurance information of transportation provider and provide school contact for handling transportation, if applicable.	March 1

Item	Deliverables	Timeline
Services to Students with Disabilities	<p>Prepare to hold IEP transfer meetings for all students within first 30 days, if school is switching districts.</p> <p>Students can begin to be transferred July 1 and must be transferred by the first day of school. IEP transfer meetings must be held within 30 days of the transfer. Schools can work with Commission staff to schedule individual student transfers.</p>	July 1

Transition Checklist

The following compliance items need to be submitted throughout a school’s transition. Items will be submitted through a Microsoft Teams channel shared between the school and Commission staff. 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.

Note: There are items in the transition checklist for which networks may decide to be consistent across schools, and therefore have already submitted to the Commission. (For example, a network may decide to use the same student application form across schools.) For those items, notifying Commission staff that the materials are the same across network schools suffices as submission.

January

Item	Deliverable	Due Date
Name of contact for transition 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 student application form.	Submit the student application form the school plans to use for review and approval.	December 15

Item	Deliverable	Due Date
Submit lottery procedures.	<p>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 that the TDOE review and approve the lottery process at least 30 business days prior to the opening of the initial application window using the Charter Document Upload Form. Schools should reach out to Charter.Schools@tn.gov with questions.</p> <p>Submit written documentation to the Commission.</p>	<p>If utilizing TDOE pre-approval: at least 30 business days prior to the application window opening</p> <p>If utilizing certification by an independent accounting firm or law firm: 30 days after lottery is complete</p>

February

Item	Deliverable	Due Date
Confirm employee benefits.*	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.	February 1
Sign up eligible employees for TCRS. <i>*This will be an attestation once processes have been established.</i>	<p>Charter schools’ employees must participate in the Tennessee Consolidated Retirement System (TCRS), pursuant to T.C.A. § 8-35-242.</p> <p>Provide name of person responsible for TCRS reporting for the school.</p>	February 1

Item	Deliverable	Due Date
Establish a process for background screening for all employees and collect documentation of background checks, including employees in transportation, food service, custodial, and security.	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.	February 1
Establish a process for background screening for all employees and collect documentation of background checks, including employees in transportation, food service, custodial, and security.	Obtain an ORI number from the TBI Submit confirmation of ORI number to the Commission.	February 1

Item	Deliverable	Due Date
Submit e-mail domain.	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 @tn.gov)	February 1
Update the school website to include information regarding SPED and EL services.	<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>	February 1

March

Item	Deliverable	Due Date
Name main contact for reporting calendar, federal programs compliance, and general compliance.	<p>Submit name, title, and contact information of reporting calendar and general compliance contact.</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>	March 1

Item	Deliverable	Due Date
<p>Name main contact for reporting calendar, federal programs compliance, and general compliance.</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>(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>Name main contact for reporting calendar, federal programs compliance, and general compliance.</p>	<p>Submit name, title, and contact information of federal programs contact.</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>

Item	Deliverable	Due Date
Name main contact for reporting calendar, federal programs compliance, and general compliance.	<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>	March 1
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.	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.	March 1 (or two weeks before the beginning of the enrollment period)

Item	Deliverable	Due Date
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) and Residency Questionnaire (McKinney Vento identification), and other requirements outlined in the Commission's Student Enrollment procedures.	March 1 (or two weeks before the enrollment form is used)
Establish 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.	March 1 (or two weeks before the enrollment form is used)
Submit completed mission-specific goal template.	Use mission-specific goal template provided by Commission at the beginning of pre-opening. 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. After March submission, Commission staff will review mission-specific goal with the operator as part of the April pre-opening meeting.	March 1

Item	Deliverable	Due Date
Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students.	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.	March 1
Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students.	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.	March 1
Submit facility renovation plan, if applicable.	If construction and/or renovations are needed, submit a scope of work and anticipated timeline. 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.	March 1

Item	Deliverable	Due Date
Update school personnel report.	Have an adequate number of teachers that matches the staffing 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.	March 1 <i>NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.</i>
Sign up eligible employees for TCRS. <i>*This will be an attestation once processes have been established.</i>	Enroll eligible employees into TCRS and begin monthly internal reporting by the first payroll in which an eligible employee is paid. Maintain confirmation that the school has been established with TCRS.* (Note: TCRS requires a signed copy of the charter agreement; work with Commission staff ahead of deliverable as needed)	March 1
Confirm employee benefits.*	Complete and submit required participation paperwork.	March 1

April

Item	Deliverable	Due Date
Establish school number.	Work with Commission staff to submit State School Approval Form.	April 1
Submit facility documentation.	Submit final lease or purchase agreement and minutes with Governing Board approval.	April 1

Item	Deliverable	Due Date
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
Submit preliminary budget.	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.	April 1
Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students.	Documentation of parental notification of calendar and schedules should be readily available for review if needed. This may take the form of an email or post on school's website*	April 1
Sign up eligible employees for TCRS.*	Document TCRS payroll contributions monthly.	April 1

Item	Deliverable	Due Date
Update school personnel report.	Have an adequate number of teachers that matches the staffing 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.	April 1 <i>NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.</i>

May

Item	Deliverable	Due Date
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. Commission staff will be checking the website regularly to ensure compliance.	May 1 (or earlier if Board has meetings prior to this date)
Submit payment information to TDOE/Edison.	Submit W9 and ACH routing information to establish school as a vendor in Edison here or confirm vendor number if already established.	May 1

Item	Deliverable	Due Date
Submit approved 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 TEAM.Questions@tn.gov .	May 1
Complete TCRS payments for eligible employees.	Document TCRS payroll contributions monthly.	May 1
Update school personnel report.	Have an adequate number of teachers that matches the staffing 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.	May 1 <i>NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.</i>

June

Item	Deliverable	Due Date
Ensure school has appropriate management and oversight of student information in place.	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.	June 1
Submit 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
Provide updated Governing Board information.	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
Submit approved by-laws.	Submit copy of ratified by-laws and copy of minutes with ratification vote to the Commission.	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.	June 1

Item	Deliverable	Due Date
Draft and submit all plans/procedures/policies required to the pre-opening process and designate policy point of contact.	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
Execute contract with a custodial service vendor.	Submit contract with custodial vendor, if applicable.	June 1
Submit federal tax-exempt status for the school's education corporation.	Submit copies of all applications (Form 1023) and filings regarding tax-exempt status to the Commission, including final Internal Revenue Service determination letter.	June 1
Submit EIN and Unique Entity ID numbers.	Submit copy of school's EIN and Unique Entity ID.	July 1
Complete TCRS payments for eligible employees.*	Document TCRS payroll contributions monthly.	June 1

Item	Deliverable	Due Date
Update school personnel report.	Have an adequate number of teachers that matches the staffing 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.	June 1 <i>NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.</i>
Meet with local law enforcement to establish partnership and complete safety walkthrough.	Submit written assurance of walkthrough, including any safety recommendations made by law enforcement. This item is due to the TDOE and 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 Homeland.security@tn.gov to request extension for school security assessment if facility won't be ready by June 15. Submit evidence extension has been granted.	June 15

July

Item	Deliverable	Due Date
Submit budget.	Submit final board approved budget. Budget must specify the student enrollment assumption. NOTE: July 1 submission will be the basis for the enrollment variance calculation in the school performance framework.	July 1

Item	Deliverable	Due Date
Submit Foundational Literacy Skills Plan for approval to TDOE (schools serving K-5).*	<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>Please see the TDOE's website for further information. This is a submission to the TDOE, not to the Commission.</p>	July 1
Submit student/family handbook.	<p>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.</p> <p>For handbook requirements, see Commission Student Handbook under the Commission's LEA Procedures.</p>	July 1
Notify families of change in LEA*	<p>Ensure families have been notified about the change in LEA to the Commission. Commission contact information (phone: (615) 532-6245 and email: Charter.Commission@tn.gov) should be included in the notification.</p>	July 1

Item	Deliverable	Due Date
<p>Ensure school has appropriate management and oversight of student information in place.</p> <p>Ensure Student Information System (SIS) and state reporting system has all of the required information from the school.</p>	<p>Identify any final requests for plug-ins or auto-comm/auto-send (no additional plug-ins will be added after this date).</p>	<p>July 1</p>
<p>Verify payroll system.*</p>	<p>Ensure contract with a payroll company is available or have 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. Include this individual in the personnel tracker.</p>	<p>July 1</p>
<p>Verify independent certified public accountant for auditing requirements.*</p>	<p>Ensure contract with independent certified public accountant is available, in accordance with T.C.A. § 49-13-111(k).</p>	<p>July 1</p>

Item	Deliverable	Due Date
<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>July 1 and as staff are hired.</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>Schools are responsible for running their own DCS checks. In order to gain access, operator must submit names and emails for up to four individuals to Commission staff to provide to DCS. From there, DCS will work with schools to get them set up.</p> <p>This will continue with our reporting and compliance specialist in the coming months through the reporting calendar.</p>	<p>July 1 and as staff are hired.</p>

Item	Deliverable	Due Date
Establish a process for background screening for all employees and collect documentation of background checks, including employees in transportation, food service, custodial, and security. *	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.)	July 1 and as staff are hired.
Establish human resource system for maintaining information.*	Identify Human Resource Information System to collect and maintain employee information required under Personnel Information Reporting System (PIRS).	July 1
Establish human resource system for maintaining information.*	Gain access to TNCompass through TDOE.	July 1

Item	Deliverable	Due Date
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.	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. A final service plan will be submitted as part of the reporting calendar.	July 1
Adopt and implement a plan to deliver required services to students with disabilities.	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.	July 1
Adopt and implement a plan to deliver required services to students with disabilities.	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.	July 1

Item	Deliverable	Due Date
Adopt and implement a plan to deliver required services to students with disabilities.	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).	July 1
Submit student record request plans.	<p>Ensure 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. This is an attestation for this month. Commission staff will inspect records storage at the Closeout Walkthrough.</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>	July 1
Submit student record request plans.	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.	July 1
Complete initial requirements for federal funding compliance.	Create and submit a draft of the state required School Improvement Plan (School Plan).	July 1

Item	Deliverable	Due Date
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 documentation of the school's relationship with a registered nurse and/or physician.	July 1
Submit required insurance.*	Ensure certificate of insurance meets the minimum levels as required by TCA § 49-13-107 and the Charter Agreement.	July 1

Item	Deliverable	Due Date
Submit an asbestos-free certification under 40 CFR 763.99.	<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 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>	July 1
Submit a Certificate of Occupancy and any other required permits from local building department <u>before Pre-Opening Visit</u> .	Submit Certificate of Occupancy and any other required permits. This will be examined as part of the walkthrough process.	July 1

Item	Deliverable	Due Date
Complete Fire Marshal inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space.	Submit documentation of Fire Marshal inspection. This will be examined as part of the walkthrough process.	July 1
Complete TCRS payments for eligible employees.*	Document TCRS payroll contributions monthly.	July 1
Ensure all necessary staff have access to TN Pulse.*	<p>Ensure all necessary staff have acquired an SSO account. Schools will need to request an SSO through Commission staff.</p> <p>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.</p>	July 31

Item	Deliverable	Due Date
<p>Ensure school has appropriate management and oversight of student information in place.</p> <p>Ensure Student Information System (SIS) and state reporting system has all of the required information from the school.</p>	<p>Ensure all currently identified English Learners and student with disabilities are entered into the Commission PowerSchool instance and error free.</p>	<p>July 31</p>
<p>Ensure school has appropriate management and oversight of student information in place.</p> <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>

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.

Item	Deliverable	Due Date
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
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 to Director of School Programs and Supports Maggie.stampley@tn.gov .	August 1

Item	Deliverable	Due Date
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
Ensure Student Information System (SIS) and state reporting system has all of the required information from the school.	Finalize all student and staff profiles, including resolving any errors in student information system.	August 31

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
Facilities Readiness and Signage	Utilities and water are turned on and working properly in all areas of the building.		
Facilities Readiness and Signage	Submit Asbestos Certification, Certificate of Occupancy and any other required permits from local building department.		
Facilities Readiness and Signage	Space is safe and secure; entrance and egress from the school's space is adequately controlled.		
Facilities Readiness and Signage	All exterior doors close and lock properly.		
Facilities Readiness and Signage	School safety zone signage. (optional)		
Facilities Readiness and Signage	Complete Fire Marshal inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space.		

Topic	Item	Completion Status	Notes
Facilities Readiness and Signage	Inspection of appropriately secured medical storage.		
Facilities Readiness and Signage	Ensure that classroom space, restrooms, and special purpose space meet the requirements of the program and the number of students enrolled.		
Facilities Readiness and Signage	Distribute necessary instructional materials and supplies to classrooms at every grade level, including age-appropriate classroom furniture.		
Facilities Readiness and Signage	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.		
Emergency Operations	Ensure that there is adequate signage for the school and that the school building is appropriately numbered for emergency response purposes.		
Emergency Operations	Make certain each room has emergency exit plans and maps that will not be covered by any materials.		

Topic	Item	Completion Status	Notes
Emergency Operations	Ensure two (2) fire drills are planned and will occur within the first thirty (30) full days of the school year.		
Records Storage	Medical records are separate from academic records, in locked storage, and locked storage is present at time of Pre-Opening Visit.		
Records Storage	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 Pre-Opening Visit.		
Transportation	Inspection of school transportation plans and spaces for buses, traffic flow-thru, and student drop off/pick up.		

Topic	Item	Completion Status	Notes
TDOE Best Practices (optional, but strongly encouraged)	All classroom doors remain locked during school hours.		
TDOE Best Practices (optional, but strongly encouraged)	Vestibule-style door entry system.		
TDOE Best Practices (optional, but strongly encouraged)	The school has a visitor management procedure that includes checking IDs.		

Required Postings (From Commission Charter School Handbook)

Required Posting/Notice	Completion Status	Notes
Notice prohibiting weapons on school property		
Visitor code of conduct		

Required Posting/Notice	Completion Status	Notes
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 Document)		
Homeless information posters - with correct school and district contact information (NCHE Educational Rights Poster)		
Child Find information posters		

Required Posting/Notice	Completion Status	Notes
National Motto		
Notice that use of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited		