



**Tennessee Public Charter School Commission**

**Charter School Pre-Opening Checklist**

**24-25 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 (Charter Commission). Operators are expected to fulfill all of the requirements outlined in the following table to ensure that the charter school opens with the tools in place to succeed as a high-quality school.

The Charter 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. We understand that opening a school 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 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 Charter Commission, the school's opening may be delayed, in accordance with Section 1.3 of the Charter Agreement.

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 31<sup>st</sup> of the year it opens, the school's charter will be recommended for immediate revocation.



<b>Beginning Months: November – January</b>			
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Completed</b>
<b>Name of contact for pre-opening checklist.</b>	Submit name, title, and contact information of individual overseeing the pre-opening checklist. Submit to Commission staff's pre-opening lead.	November 15	
<b>Submit completed mission-specific goal template.</b>	<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	
<b>Submit student application form.</b>	Submit the student application form the school plans to use for review and approval.	December 15	
<b>Submit lottery procedures.</b>			

	<p>In accordance with <a href="#">T.C.A. § 49-13-113 (b)(8)</a>, 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 review (<a href="mailto:Charter.Schools@tn.gov">Charter.Schools@tn.gov</a>) 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>*Confirm if this is the same as submissions for other TPCSC schools via reporting calendar.</i></p>	
<p>Establish processes for food service.</p>	<p>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.</p>	<p>January 31</p>	
February			
Item	Deliverable	Due Date	Completed
<p><b>Sign up eligible employees for TCRS.</b></p>	<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> <p>Enroll eligible employees into (TCRS) and begin monthly reporting by the first payroll in which an eligible</p>	<p>February 1</p> <p>March 1</p>	

	employee is paid. Provide confirmation the school has been established with TCRS.		
<b>Update the school website to include information regarding SPED and EL services.</b>	<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>Ensure that the school's website includes information about the SPED and EL services provided by the school.</p> <p>Ensure there is clear language on the website that the school is open to all students and will serve the needs of all students who enroll.</p>	February 1	
<b>Submit preliminary enrollment projections.</b>	<p>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.</p> <p>Submit preliminary enrollment and special education projections by funding option to begin the district planning and funding application processes.</p>	February 15	
<b>March</b>			
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Completed</b>
<b>Name main contact for reporting calendar, federal programs</b>	Submit name, title, and contact information of reporting calendar and general compliance contact.	March 1	

<p><b>compliance, and general compliance.</b></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 this <a href="#">contact information list</a>.</p>		
<p><b>Have an adequate number of teachers that matches the staffing plan established in the charter application and based on student enrollment.</b></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 in the <a href="#">personnel tracker</a>. 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><b>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.</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 be in compliance with <a href="#">State Board Rule 0520-01-19</a>.</b></p>	<p><b>March 1 (or two weeks before the beginning of the enrollment period)</b></p> <p><i><b>*Confirm if this is the same form as other TPCSC schools</b></i></p>	
<p><b>Complete eRate filing.</b></p>	<p>If necessary, complete eRate filing via the Universal Service Administrative Company (USAC).</p>	<p>March 1</p>	
<p><b>Submit student enrollment form.</b></p> <p><b>Establish process for collecting immunization records or proper exemption forms.</b></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) and Residency Questionnaire (McKinney Vento identification), and other requirements outlined in the Commission's Student Enrollment procedures.</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 <a href="#">T.C.A. § 49-6-5001</a>.</p>	<p>March 1 (or two weeks before the application form is used)</p>	

<p><b>Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students.</b></p>	<p><b>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.</b></p>	<p><b>March 1</b></p>	
	<p><b>Submit proposed bell schedule(s). Pursuant to <a href="#">T.C.A. § 49-6-3004</a> and <a href="#">State Board rule 0520-01-03-.02</a>, 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></p>	<p><b>March 1</b></p>	
	<p><b>Submit documentation of parental notification of calendar and schedules.</b></p>	<p><b>April 1</b></p>	
<p><b>Establish school number.</b></p>	<p>Work with Charter Commission to submit State School Approval Form.</p>	<p>March 1</p>	
<p><b>Finalize current enrollment for funding calculations.</b></p>	<p><b>Submit final enrollment numbers after closing the enrollment period and lottery. (<i>Update monthly until July</i>)</b></p> <ul style="list-style-type: none"> <li>• <b>Estimated total enrollment on the first day of school</b></li> <li>• <b>Estimated number of SWD</b></li> <li>• <b>Estimated number of EL/LEP students</b></li> </ul>	<p><b>March 15</b> <b>April 15</b> <b>May 15</b> <b>June 15</b> <b>July 1</b></p>	



	<ul style="list-style-type: none"> <li>• <b>Estimated number of directly certified (ED) students</b></li> </ul>		
<b>April</b>			
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Completed</b>
<b>Designate individual responsible for finance and grants management.</b>	Submit name and contact information of the finance lead to the Charter Commission. Include within this <a href="#">contact information list</a> .	April 1	
<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.</b>	April 1	
<b>Secure a facility for the school and complete necessary renovations.</b>	<b>Submit final lease or purchase agreement and minutes with Governing Board approval.</b>  If operator is completing renovations, Commission staff will ask for bi-weekly updates on progress with renovations in accordance with the outlined timeline.	April 1	
<b>Have an adequate number of teachers that matches the staffing plan established in the charter application and</b>	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. Clearly identify staff members assigned to provide SPED and EL services.	March 1 April 1 May 1 June 1	

<b>based on student enrollment.</b>	NOTE: July and August submissions of this staffing plan are submitted through the reporting calendar.		
<b>Finalize current enrollment for funding calculations.</b>	<p><b>Submit final enrollment numbers after closing the enrollment period and lottery. (Update monthly until July)</b></p> <ul style="list-style-type: none"> <li>• <b>Estimated total enrollment on the first day of school</b></li> <li>• <b>Estimated number of SWD</b></li> <li>• <b>Estimated number of EL/LEP students</b></li> <li>• <b>Estimated number of directly certified (ED) students</b></li> </ul>	<b>March 15</b> <b>April 15</b> <b>May 15</b> <b>June 15</b> <b>July 1</b>	
<b>Sign up eligible employees for TCRS.</b>	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>	<b>Completed</b>
<b>Update the school website with governance documents.</b>	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)	
<b>Establish the Governing Board.</b>	Submit list of the current members of the Governing Board including contact information and positions held on the Governing Board. The Charter Commission must be notified of any change to the Governing Board made after the due date within 30 days of the change.	May 1	

<b>Submit documentation of surety bond.</b>	<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 <a href="#">surety bond documentation</a>.</p> <p>(Note: This may be embedded within insurance plan as Directors and Officers Insurance (D&amp;O).)</p>	May 1	
<b>Submit payment information to TDOE/Edison.</b>	<p>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.</p>	May 1	
<b>Select a teacher evaluation system.</b>	<p>In accordance with <a href="#">T.C.A. § 49-1-302</a>, <a href="#">T.C.A. § 49-5-108</a>, and State Board Rule <a href="#">0520-02-04</a>, 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 <a href="#">State Board Policy 5.201</a>. If you have questions about teacher evaluations, please contact TDOE at <a href="mailto:TEAM.Questions@tn.gov">TEAM.Questions@tn.gov</a>.</p>	May 1	
<b>Submit Foundational Literacy Skills Plan for approval (schools serving K-5).</b>	<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</p>	May 1	

	1. Please see the <a href="#">TDOE's website</a> for further information.)		
<b>Submit Renovation Calendar and Written Assurances.</b>	<p>If renovating a facility, submit the renovation calendar and written assurances that the facility will be ready for instruction at the beginning of the school year.</p> <p>If construction and/or renovations fall materially behind schedule, the school will need to provide Commission staff with updates bi-monthly or as agreed upon.</p>	May 1	
<b>Have an adequate number of teachers that matches the staffing plan established in the charter application and based on student enrollment.</b>	<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 in the personnel tracker. Clearly identify staff members assigned to provide SPED and EL services.</p> <p>July and August submissions of this staffing plan are submitted through the reporting calendar.</p>	March 1 April 1 May 1 June 1	
<b>Sign up eligible employees for TCRS.</b>	Provide monthly documentation of TCRS payroll contributions.	April 1 May 1 June 1 July 1	
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<b>June</b>			
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Completed</b>
<b>Hire head of school/principal.</b>	<b>Submit name and contact information. The Charter Commission must be notified of any change in head of school/principal made after the due date and within 30 days of hire.</b>	June 1	
<b>Execute a management contract. (If applicable)</b>	Submit contract that is signed by management company and Governing Board and minutes from meeting approving the contract.	June 1	
<b>Establish and approve an employee handbook and distribute handbook to all staff.</b>	Submit approved copy of employee handbook and minutes with Governing Board approval vote.	June 1	
<b>Develop student/family handbook.</b>	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	
<b>Draft and submit all plans/procedures/policies required to the pre-opening process and</b>	See attached sheet for required plans/procedures/policies.  Submit main point of contact for policy audit to Charter Commission.	June 1	

<b>designate policy point of contact.</b>			
<b>Complete initial requirements for federal funding compliance.</b>	Create and submit school/parent/student compact forms to the Charter Commission and plans to host annual Title I meeting by October 1.	June 1	
<b>Execute contract with a custodial service vendor.</b>	Submit contract with custodial vendor, if applicable.	June 1	
<b>If transportation will be provided, select transportation service provider. Service must meet specifications outlined in the Charter Contract.</b>	Submit contract and insurance information of transportation provider and provide school contact for handling transportation.	June 1	
<b>Obtain federal tax-exempt status for the school's education corporation.</b>	Submit copies of all applications (Form 1023) and filings regarding tax-exempt status to the Charter Commission, including final Internal Revenue Service determination letter.	June 1	
<b>Submit EIN and DUNS numbers.</b>	Submit copy of school's EIN and DUNS registration	July 1	
<b>Ensure school has appropriate management and</b>	<b>Secure access to the Charter Commission's SIS.</b>	June 1 July 1	

<p><b>oversight of student information in place. Ensure Student Information System (SIS) and Education Information System (EIS) has all of the required information from the school.</b></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>Ensure all currently identified English Learners and student with disabilities are entered into the Charter Commission PowerSchool instance and error free.</p> <p>Submit a request for all personnel who will need SSO, EIS, EASYIEP, InformTN, and WIDA AMS usernames. Link: <a href="https://forms.office.com/r/Ctj5r5k913">https://forms.office.com/r/Ctj5r5k913</a></p>	<p>(Date will be communicated)</p>	
<p><b>Have an adequate number of teachers that matches the staffing plan established in the charter application and based on student enrollment.</b></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 in the personnel tracker. Clearly identify staff members assigned to provide SPED and EL services.</p> <p>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>	
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<b>July</b>			
<b>Item</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Completed</b>
<b>Establish a payroll system.</b>	Submit contract with a payroll company or evidence of employment of or contract with persons to handle payroll and copy of deduction policy.	July 1	
<b>Designate individual responsible for back-office operations/reporting.</b>	Submit evidence of employment or contract with an accountant, bookkeeper, or other person who will handle financial matters.	July 1	
<b>Retain an independent certified public accountant for auditing requirements.</b>	Submit contract with independent certified public accountant, in accordance with T.C.A. 49-13-111(k).	July 1	
<b>Complete operating budget for upcoming school year and receive approval from the Governing Board.</b>	<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	
<b>Establish a process for background screening for all employees and collect documentation of background checks,</b>	Conduct TBI background checks for each new employee, contractor, or volunteer.	July 1	



<p><b>including employees in transportation, food service, custodial, and security.</b></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>Ongoing</p>	
<p><b>Establish human resource system for maintaining information.</b></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><b>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.</b></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.</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>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 5<sup>th</sup>).</p>	<p><b>July 1</b></p>	
<p><b>Submit student record request plans.</b></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><b>July 1</b></p>	
<p><b>Complete initial requirements for</b></p>	<p>Create and submit a draft of the Title I required School Improvement Plan (School Plan).</p>	<p><b>July 1</b></p>	

<b>federal funding compliance.</b>			
<b>Establish processes for food service.</b>	<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.</p> <p>Submit plan to process free and reduced lunch applications and required reporting to State of Tennessee.</p>	July 1	
<b>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.</b>	Submit documentation of the school's relationship with a registered nurse and/or physician.	July 1	
<b>Acquire required insurance.</b>	<b>Submit certificate of insurance that meets the minimum levels as required by <a href="#">TCA § 49-13-107</a> and the Charter Agreement.</b>	July 1	

<p><b>Meet with local law enforcement to establish partnership and complete safety walkthrough.</b></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><a href="#">This template</a> 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><b>Obtain an asbestos-free certification under 40 CFR 763.99.</b></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 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>	<p>July 1</p>	
<p><b>Distribute necessary materials and supplies</b></p>	<p>Submit documentation that age-appropriate classroom furniture has been procured.</p>	<p>July 1</p>	

to classrooms at every grade level.			
<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>	July 1	
<b>Complete Fire Marshall inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space.</b>	<p>Submit documentation of Fire Marshall inspection. This will be examined as part of the walkthrough process.</p>	July 1	
<b>Have an adequate number of teachers that matches the staffing plan established in the charter application and based on student enrollment.</b>	<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 in the personnel tracker. Clearly identify staff members assigned to provide SPED and EL services.</p> <p>July and August submissions of this staffing plan are submitted through the reporting calendar.</p>	March 1 April 1 May 1 June 1	
<b>Sign up eligible employees for TCRS.</b>		April 1	

	Provide monthly documentation of TCRS payroll contributions.	May 1 June 1 July 1	
<b>Finalize current enrollment for funding calculations.</b>	<p><b>Submit final enrollment numbers after closing the enrollment period and lottery. (<i>Update monthly until July</i>)</b></p> <ul style="list-style-type: none"> <li>• <b>Estimated total enrollment on the first day of school</b></li> <li>• <b>Estimated number of SWD</b></li> <li>• <b>Estimated number of EL/LEP students</b></li> <li>• <b>Estimated number of directly certified (ED) students</b></li> </ul>	<b>March 15</b> <b>April 15</b> <b>May 15</b> <b>June 15</b> <b>July 1</b>	
<b>Ensure all necessary staff have access to TN Pulse.</b>	<p>Ensure all staff have acquired an SSO account. Schools will need to request an SSO through the Charter 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	



**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.

<p><b>Establish and approve an employee handbook and distribute handbook to all staff.</b></p>	<p>Provide documentation that the employee handbook has been distributed to all staff.</p> <p><i>(This can look like signed documentation from staff they received and reviewed handbook, agenda from staff PD confirming it distribution, etc.)</i></p>	<p>July 15</p>			
<p><b>Establish processes for food service.</b></p>	<p>Complete registration and submit required forms to the State Department of Education to finalize operation of a National School Lunch and Breakfast Program.</p>	<p>July 31</p>			
<p><b>Ensure Student Information System (SIS) and Education Information System (EIS) has all of the required information from the school.</b></p>	<p>Enroll all students and complete staff profiles in student information system.</p>	<p>July 31</p>			
	<p>Finalize all student and staff profiles, including resolving any EIS errors in student information system.</p>	<p>August 31</p>			
<p><b>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</b></p>	<p>Submit copy of SAVE plan and Emergency Operations Plan in Navigate Prepared.</p>	<p>August 1</p>			

<p><b>handbooks, and the school hires appropriate security personnel.</b></p>					
<p><b>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.</b></p>	<p>Submit written documentation of anticipated students and their anticipated health needs to Charter Commission and how the school plans to meet the needs of the students in accordance with required services.</p>	<p>August 1</p>			





**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 Marshall 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.		

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 busses, traffic flow-thru, and student drop off/pick up.		



**Required Postings**

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

