## Petition Checklist

A complete petition must include the following components, with the exception of the Letter of Intent, which is recommended to be submitted to OCS prior to submission of the full charter petition.

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| --- | --- | --- | --- |
| **Application Component** | | **Applicant Check** | **Reviewer Check** |
| **Executive Summary & Overview Tables** | |  |  |
| **Element 1**: Educational Program | 1. Target Population & Community Need |  |  |
| 1. Philosophy & Approach to Instruction |  |  |
| 1. Instructional Design |  |  |
| 1. School Culture |  |  |
| 1. Student Recruitment & Enrollment |  |  |
| 1. Student Engagement & Satisfaction |  |  |
| 1. Community School: Ongoing Family Involvement & Satisfaction |  |  |
| 1. Special Populations: Identification, Remediation, & Acceleration |  |  |
| 1. Special Populations: English Learners |  |  |
| **Elements 2 & 3:** Measurable Pupil Outcomes & Method to Measure Progress |  |  |  |
| **Element 4**:  Governance Structure | 1. Governance Structure |  |  |
| 1. Operating Plans &Procedures |  |  |
| 1. Budget/Financial Plan |  |  |
| 1. Indemnification of District |  |  |
| **Element 5**:  Employee Qualifications |  |  |  |
| **Element 6**:  Health & Safety Procedures |  |  |  |
| **Element 7**:  Means to Achieve Racial & Ethnic Balance |  |  |  |
| **Element 8**:  Admission Requirements |  |  |  |
| **Element 9**:  Annual Financial Audits |  |  |  |
| **Element 10**:  Suspension & Expulsion Procedures |  |  |  |
| **Element 11**:  Employee Retirement Systems |  |  |  |
| **Element 12**:  Public School Attendance Alternatives |  |  |  |
| **Element 13**:  Rights of District Employees |  |  |  |
| **Element 14**:  Mandatory Dispute Resolution |  |  |  |
| **Element 15**:  Charter School Closure Procedures |  |  |  |
| **District Impact** | A. Potential Civil Liability Effects |  |  |
| B. Indemnification of District |  |  |
| C. Facilities |  |  |
| D. Administrative Services |  |  |
| **Budget/Financial Plan** | A. Financial Statements |  |  |
| B. First-Year Operational Budget |  |  |
| C. Start-Up Costs |  |  |
| D. Cash Flow and Financial Projections for first three years of operation. |  |  |
| **Addendum for Existing Providers**  (if applicable) |  |  |  |
| **Appendices** | Appx. A – Letter of Intent (\*Recommended to be submitted to OCS prior to charter petition submission) |  |  |
| Appx. B – OUSD’s 5 Pillars of Quality School Development |  |  |
| Appx. C – Certification Statement |  |  |
| Appx. D – Charter School Roster of Key Contacts |  |  |
| Appx. E – Statement of Assurances |  |  |
| Appx. F – Surrounding Schools & Demographic and Performance Data |  |  |
| Appx. G – Instructional Minutes & Days Calculator |  |  |
| Appx. H – State Priorities under LCFF |  |  |
| Appx. I – District & Surrounding School Racial & Ethnic Demographics |  |  |
| Appx. J – Meaningfully Interested Signatures Forms |  |  |
| Appx. K – Due Diligence Questionnaire |  |  |
| Appx. M – Exclusive Employer Declaration |  |  |
| **Electronic PDF copy of entire application** | |  |  |
| **Electronic copies of completed budget templates** | |  |  |

## Additional Documents To Be Included In The Petition

The following list of documents are included in the application. They should be embedded within the appropriate section of the petition outlined below and not included as a separate appendix.

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| --- | --- | --- | --- |
| **Document Name** | **Section in the Application** | **Applicant Check** | **Reviewer Check** |
| Executive Summary and Overview Tables | Executive Summary and Overview |  |  |
| School Staffing Model and Rollout | Element 4, Section B, Question 2 |  |  |
| School- and Organization-Level Decision-Making Responsibilities | Addendum for Existing Providers, Section B, Network Management, Question 3 |  |  |
| Network-wide Staffing | Addendum for Existing Providers, Section B, Network-wide Staffing, Question 1 |  |  |
| Collective Measurable Pupil Outcomes (MPOs) | Elements 2, Question 1 |  |  |
| District Required Language | Embedded throughout |  |  |