

Category	Task	Notes	Timeline	Completed
Facilities	Finalize facility location		<b>Immediately but no later than January</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize your lease (if applicable)		<b>Immediately but no later than January</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain site approval and architectural review*	<i>Contact the Facilities Services Division of GaDOE</i>	<b>No later than March</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain a Certificate of Occupancy*	<i>Contact appropriate local agencies for inspections and reviews</i>	<b>No later than April</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain evidence of all necessary inspections*	<i>State Department of Health, County Health Department, State Fire Marshall, local fire department, city building inspector, etc.</i>	<b>No later than June</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain a School Code once the facility is approved*	<i>Contact the Facilities Services Division of GaDOE</i>	<b>No later than June</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Prepare a Safety and Emergency plan*	<i>Submit the plan to your local emergency management in accordance with O.C.G.A. § 20-2-1185</i>	<b>July 15, or 30 days prior to the first day of school, whichever is earlier</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Evidence of insurance as stipulated in the charter agreement*	<i>Certificates of Insurance for all required insurance coverage stipulated by SCSC</i>	<b>August 1, or 10 days prior to the first day of school, whichever is earlier</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Create a plan and procedures to control access to the building		<b>Prior to the first day of school</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure adequate signage; ensure that the building is numbered for emergency response		<b>Prior to the first day of school</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide office furniture, supplies, and technology to support school administration		<b>Prior to the first day of school</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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School Personnel	Contact the Department of Community Health to establish health insurance availability*	<i>(applicable only if participating in the State Health Benefit Plan)</i> <b>Please note: you only get one opportunity to elect to participate in the state health benefit plan and this can only be done prior to opening.</b>	<b>No later than January</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Hire a qualified school leader		<b>No later than April</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure the school leader receives access to the MyGaDOE data portal and can provide necessary data provisioning rights to school personnel in a manner consistent with the school's student data policy		<b>No later than April</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize teacher contracts and salary schedules		<b>May-July</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Create a personnel policy manual	<i>Legal consultation is highly recommended</i>	<b>No later than June</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Contact the Teachers Retirement System of Georgia to establish necessary accounts		<b>No later than June</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Identify individuals that will serve key roles (i.e. Testing Coordinator, Title I Director, Special Education Director, Super User) and have them set up in the Portal (MyGaDOE)		<b>No later than June</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Recruit and hire adequate number of teachers and support personnel to match assignments and staffing plan	<i>Ensure teachers are highly qualified in accordance with the P.S.C.</i>	<b>No later than July</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure that personnel records are adequately safeguarded		<b>No later than July</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure at least two board members are credentialed in the Leader Keys Evaluation System (LKES)*		<b>No later than July</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure that the school leader and another school administrator are credentialed in the Teacher Keys Evaluation System (TKES)*		<b>No later than July</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



Category	Task	Notes	Timeline	Completed
School Personnel Cont.	Ensure all staff is appropriately trained	Focus areas: <ul style="list-style-type: none"> <li>Special education identification and implantation policies</li> <li>nondiscrimination policies and procedures medical and crisis management</li> </ul>	No later than July	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure that all personnel have criminal background checks and fingerprinting. This information must be secured and ready for inspection by state officials.*		Prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No

Category	Tasks	Notes	Timeline	Completed
Students & Parents	Adopt a policy for enrollment lotteries in preparation for student enrollment exceeding capacity	If any enrollment is significantly below projections, the charter school must revise its budget accordingly	No later than December	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Market your opening to students and parents to ensure adequate student enrollment		Immediately but no later than March	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Establish intake process to identify students with special needs		No later than May	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Develop a plan to involve parents and the community in key aspects of the school		No later than May	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide parents and students the school handbook	This handbook should include the school's discipline plan	Prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure provisions have been made for required health services and screenings, including immunization records		1 month prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Education & Instruction	Establish a Student Handbook and related policies	<i>Legal consultation is highly recommended</i>	<b>No later than March</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Establish and implement student data and record policies to promote student confidentiality		<b>No later than March</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Adopt a school calendar		<b>No later than April</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Choose a Student Information System*	<i>Contact GaDOE to ensure the SIS you choose is compatible with the State Longitudinal Data System (SLDS)</i>	<b>No later than May</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Begin drafting your Comprehensive LEA Improvement Plan (CLIP) for Title I*	<i>Please note: parental involvement is required to create your draft plan. The due date for the final plan is 7/31</i>	<b>Prior to 7/31 due date</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Draft and Adopt Student Learning Objectives(SLO) to implement TKES/LKES	<i>A charter school must select a SLO contact for the school who will need to be trained immediately upon hiring (Usually an Administrator)</i>	<b>No later than August</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize curriculum	<i>Ensure that chosen curriculum is aligned to state standards</i>	<b>No Later than July</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Choose appropriate norm-referenced and/or benchmark assessments		<b>1 month prior to the first day of school at a minimum</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Choose and purchase textbooks and instructional materials	<i>Ensure the school is well-stocked with classroom supplies and materials</i>	<b>Prior to the first day of school</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Category</b>	<b>Task</b>	<b>Notes</b>	<b>Timeline</b>	<b>Completed</b>
<b>Operations &amp; Fiscal Management</b>	Establish an official school email system*	<i>This is required to correspond with the GaDOE</i>	<b>Immediately after approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Become familiar with the SCSC guidance, including reporting timelines and monthly newsletters		<b>Immediately after approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Submit a copy of your intended EMO/CMO contract to the SCSC for approval*	<i>Must be submitted prior to the execution of the contract.</i>	<b>30 days after application approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Determine if and how transportation will be provided	<i>If transportation will be provided, contact GaDOE's Pupil Transportation Division for appropriate processes and approvals</i>	<b>Immediately after approval but no later than December</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Determine if and how food service will be provided	<i>If food service will be provided, contact GaDOE's School Nutrition Division for appropriate processes and approvals</i>	<b>Immediately after approval but no later than December</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Identify legal counsel		<b>No later than December</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide written notification to the Georgia Department of Education (GaDOE) of the charter school's opening*	<i>Pursuant to 34 C.F.R. 76.788(a)</i>	<b>Immediately after approval or no later than January</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Establish internal controls and fiscal policies that ensure board oversight over financial management		<b>No later than April</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize a budget based on expected enrollment		<b>No later than May</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize any potential grant program application(s)*	<i>Check <a href="#">here</a> for some of the many potential grant opportunities.</i>	<b>TBD</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Category	Task	Notes	Timeline	Completed
<b>Governance</b>	By-laws have been ratified		<b>Approval Date</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide current board member listing and contact information*	<i>Identify leadership roles and notify the SCSC of any changes.</i>	<b>Immediately after approval but no later than November</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Formally approve board policies including grievance and criminal background checks		<b>No later than November</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Maintain evidence and regular board meetings and minutes	<i>Indicates understanding of key laws and best practices. Post all meeting schedules and agendas to the public</i>	<b>Ongoing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Category	Task	Notes	Timeline	Completed
<b>Training/Guidance</b>	Prepare governance board members to attend at least one board governance training provided by the SCSC*	<i>(required by O.C.G.A. § 20-2-2084(f)) Please note: this is not required in the planning year but highly encouraged</i>	<b>Nov &amp; Feb</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Attend the SCSC's New School Orientation		<b>December 2</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Send special education personnel to the IDEAS Conference sponsored by GaDOE and Georgia CEC		<b>Summer</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Send federal program personnel to the Statewide Title Programs Conference		<b>Summer</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Send the school leader and data management personnel to the Data Collections Conference		<b>August/September</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Promptly respond to all information requests from GaDOE and the SCSC*		<b>Ongoing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Contact the SCSC for Governing Board training opportunities	<i>See SCSC Training Calendar</i>	<b>Ongoing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Consult your attorney before making major decisions		<b>Ongoing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Do not wait to contact the SCSC should problems arise as the school prepares to open</b>	<i>Send monthly updates to Terence Washington at the SCSC on progress &amp; potential issues</i>	<b>Ongoing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Required action item that necessitates document submission to or formal correspondence with the SCSC or Georgia Department of Education