

## SCSC PRE-OPENING CHECKLIST

<i>Category</i>	<i>Task</i>	<i>Notes</i>	<i>Due Date</i>	<i>Approved</i>
<b>Facilities</b>	Finalize facility location		<b>Within first 3 to 6 months of approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize your lease (if applicable)		<b>120 days prior to opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain site approval and architectural review	Contact the Facilities Services Division of GaDOE	<b>Within first 3 to 6 months of approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain a School Code once the facility is approved	Contact the Facilities Services Division of GaDOE	<b>1 to 2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain a Certificate of Occupancy	Contact appropriate local agencies for inspections and reviews	<b>90 days prior to opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Prepare a Safety and Emergency plan	Submit the plan to the Georgia Emergency Management Agency and your local emergency management in accordance with O.C.G.A. § 20-2-1185	<b>July 15, or 30 days prior to opening, whichever is earlier</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain evidence of all necessary inspections	State Department of Health, County Health Department, State Fire Marshall, local fire department, city building inspector, etc.	<b>1 to 2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Evidence of insurance as stipulated in the charter agreement	Certificates of Insurance for all required insurance coverage stipulated by SCSC	<b>August 1, or 10 days prior to opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	Create a plan and procedures to control access to the building		<b>Prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure adequate signage; ensure that the building is numbered for emergency response		<b>Prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide office furniture, supplies, and technology to support school administration		<b>Prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Category</i>	<i>Task</i>	<i>Notes</i>	<i>Due Date</i>	<i>Approved</i>
<b>School Personnel</b>	Hire a qualified school leader		<b>3 months prior to school opening</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	Ensure teachers are highly qualified in accordance with the PSC	<b>August 1<sup>st</sup> or 10 days prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize teacher contracts and salary schedules		<b>1 to 2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Create a personnel policy manual (legal consultation is highly recommended)		<b>3 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure that personnel records are adequately safeguarded		<b>Prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure that all personnel have criminal background checks and fingerprinting. This		<b>August 1<sup>st</sup> or 10 days prior to</b>	<input type="checkbox"/> Yes

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	information must be secured and ready for inspection by state officials.		<b>school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Contact the Teachers Retirement System of Georgia to establish necessary accounts		<b>2 to 3 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Contact the Department of Community Health to establish health insurance availability	(applicable if participating in the State Health Benefit Plan)	<b>3 months prior to school opening</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>Prior to school opening</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>Prior to school opening</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) and have them set up in the Portal(MyGadoe)		<b>2 to 3 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	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</li> <li>• medical and crisis management</li> </ul>	<b>Prior to school opening</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		<b>3 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	consistent with the school's student data policy			
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<b>Education &amp; Instruction</b>	Finalize curriculum	Ensure that chosen curriculum is aligned to state standards	<b>1 to 2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Choose appropriate norm-referenced and/or benchmark assessments		<b>1 month prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Draft and Adopt Student Learning Objectives to implement TKES/LKES		<b>1 month prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Choose and purchase textbooks and instructional materials	Ensure the school is well-stocked with classroom supplies and materials	<b>1 month prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Adopt a school calendar		<b>3 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Begin drafting your Comprehensive LEA Improvement Plan (CLIP) for Title I		<b>Prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Choose a Student Information System	Contact GaDOE to ensure the SIS you choose is compatible with the State Longitudinal Data System (SLDS)	<b>2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Establish a Student Handbook and related	Legal consultation is highly	<b>1 to 2 months</b>	<input type="checkbox"/> Yes

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	policies	recommended	<b>prior to school opening</b>	<input type="checkbox"/> No
	Establish and implement student data and record policies to promote student confidentiality		<b>1 to 2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Category</i>	<i>Task</i>	<i>Notes</i>	<i>Due Date</i>	<i>Approved</i>
<b>Operations &amp; Fiscal Management</b>	Notify the Georgia Department of Education (GaDOE) of the charter school's opening	Pursuant to 34 C.F.R. 76.788(a)	<b>At least 6 months prior to the school's opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Establish internal controls and fiscal policies that ensure board oversight over financial management		<b>3 to 6 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize a budget based on expected enrollment		<b>2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize Charter School Program Grant application(s), including the Intent to Apply		<b>TBD</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Become familiar with the SCSC guidance, including reporting timelines and monthly newsletters		<b>2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Identify legal counsel		<b>1 to 2 months after application approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	Submit a copy of your intended EMO/CMO contract to the SCSC for approval		<b>1 to 2 months after application approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Determine if and how transportation will be provided	If transportation will be provided, contact GaDOE’s Pupil Transportation Division for appropriate processes and approvals	<b>3 to 6 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Determine if and how food service will be provided	If food service will be provided, contact GaDOE’s School Nutrition Division for appropriate processes and approvals	<b>1 to 2 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>Governance</b>	By-laws have been ratified		<b>Approval Date</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Board policies including grievance and criminal background checks have been formally approved		<b>1 to 2 months after application approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide evidence and regular board meetings and minutes	Indicates understanding of key laws and best practices. Posts all meeting schedules and agendas to the public	<b>Ongoing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide current board member listing and contact information	Leadership roles identified	<b>Alert SCSC when changes are made</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Category</i>	<i>Tasks</i>	<i>Notes</i>	<i>Due Date</i>	<i>Approved</i>
<b>Students &amp; Parents</b>	Market your opening to students and		<b>4 to 5 months</b>	<input type="checkbox"/> Yes

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	parents to ensure adequate student enrollment		<b>prior to school opening</b>	<input type="checkbox"/> No
	Student enrollment procedures have been documented and a student roster is available to teachers		<b>Prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Adopt a policy for enrollment lotteries in preparation for student enrollment exceeding capacity	<i>If any enrollment is significantly below projections, the charter school must revise its budget accordingly</i>	<b>5 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Intake process to identify students with special needs		<b>3 to 4 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide parents and students the school handbook	<i>This handbook should include the school's discipline plan</i>	<b>Prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure provisions have been made for required health services and screenings, including immunization records		<b>1 month prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Develop a plan to involve parents and the community in key aspects of the school		<b>3 to 4 months prior to school opening</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>Training/ Guidance</b>	Promptly respond to all information requests from GaDOE and the SCSC		<b>Ongoing</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Attend the SCSC's New School Bootcamp		<b>December</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	Contact the SCSC for Governing Board Strategic Planning opportunities			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Send special education personnel to the IDEAS Conference sponsored by GaDOE and Georgia CEC		Summer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Send federal program personnel to the Statewide Title Programs Conference		Summer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Send the school leader and data management personnel to the Data Collections Conference		August/September	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Prepare governance board members to attend at least one board governance training provided by the SCSC	(required by O.C.G.A. § 20-2-2084(f))	TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Consult your attorney before making major decisions		Ongoing	<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>		Ongoing	<input type="checkbox"/> Yes <input type="checkbox"/> No