



SAMPLE SCHOOL NAME

Pre-Opening Checklist

Anticipated Start Date: **Fall 2021**

Submission of Pre-Opening Documents

Instructions:

- Within the school's Google Drive folder there is a folder titled "Pre-Opening Attachments."
- Save each attachment in the list below that is applicable to the school as one PDF and upload to the "Pre-Opening Attachments" folder. Attachments should be saved as a PDF and named "PO + Attachment Number" (i.e., PO Attachment 1).
- To link the attachment in the table below, follow these steps:
 - Right click on the attachment.
 - Click "Get shareable link."
 - Click the drop down arrow next to 'Restricted' and choose 'Anyone with the link.'
 - On the right, make sure 'Viewer' is chosen.
 - Click the blue 'Copy link.'
 - In the table below, list the same Title as the attachment (i.e., PO Attachment 1) and then insert the link into the title and click enter to activate.
- Attachments should be uploaded to the school's Pre-Opening folder on Google Drive and linked below by the Target Completion Date listed in each section.
- Routine monitoring calls with Education One will be scheduled throughout the Pre-Opening process, and prior to beginning each new phase
- A Pre-Opening Site Visit will occur prior to the start of school

Phase One:

Target Completion Date: **DATE**

Ongoing Monitoring Calls: **DATE 1 & DATE 2**

School Contact

-	New School Contact Log	<ul style="list-style-type: none"> To build our contact log with leadership for your school, please use this link to enter board members as you begin, as well as school leaders, lead teachers, student services directors, business managers, etc. as they are hired throughout the pre-opening process. 	Contact Form	-
Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>

Governance and Management

1	Board of Directors is actively governing the school	<ul style="list-style-type: none"> List of current members of the school's Board of Directors, including resumes and contact information Names of all board members are listed on the school's website, if one exists, as well as a note that the school is sponsored by Education One at Trine University Evidence that Board training has occurred or is scheduled to occur Documentation of processes for conducting evaluations of the school, leader, and EMO (if applicable) 		
2	Permanent Head of School has been named, and other key leadership roles in the school have been filled	<ul style="list-style-type: none"> Written notice or signed offer letter indicating that the head of the school has been hired, including resume Updated organizational chart or staffing plan with names of specific individuals occupying key leadership roles at the school 		
3	Expanded background checks completed for all Board members and the school leadership team (IC § 20-26-5-10)	<ul style="list-style-type: none"> Expanded background check results for Board members, members of any subcommittee or board to which the Organizer has delegated some authority regarding the charter school, and school leadership are on file 		

		<ul style="list-style-type: none"> ▪ NOTE: For the duration of the school's operation, background checks must be completed 14 days prior to the approval of any new Board members or staff 		
4	By-laws have been ratified	<ul style="list-style-type: none"> ▪ Copy of ratified by-laws or a board resolution approving by-laws, if a ratified copy was not submitted with the original charter application or if changes have been made to the by-laws since application submission 		
5	Determination of tax-exempt status from the IRS has been received	<ul style="list-style-type: none"> ▪ Copy of letter from the IRS documenting the tax-exempt status and tax identification number 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Facilities				
6	School location identified and facility secured and/or in development	<ul style="list-style-type: none"> ▪ Written notice that a location has been identified and a facility has been secured and/or is in development. Notice should include copy of the lease or deed with the physical address of the facility clearly indicated 		
7	A certificate of occupancy (or statement of substantial completion) is on file, as well as any other appropriate certificates of inspection or permits	<ul style="list-style-type: none"> ▪ Copy of certificate of occupancy or statement of substantial completion ▪ Permits and certification for zoning ▪ Permits and certification for land use ▪ If applicable, state construction design release ▪ Permits and certification related to building use ▪ Documentation from Indiana Department of Homeland Security ▪ Documentation from the county or relevant local Health Department ▪ Documentation from the State Fire Marshall or local Building Inspector ▪ If applicable, documentation from the local Fire Department 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Enrollment				
-	Evidence that the school is on track toward meeting identified enrollment goals	<ul style="list-style-type: none"> ▪ Monthly completion of the Education One Enrollment Tracker. A student is considered “enrolled” if families have completed all enrollment paperwork and document submission(s) 	Education One Enrollment Tracker SAMPLE	

Phase Two:

Target Completion Date: **DATE**

Ongoing Monitoring Calls: **DATE 1 & DATE 2**

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Governance and Management				
8	<i>If applicable:</i> Management contract with the Educational Management Organization (EMO) has been executed	<ul style="list-style-type: none"> ▪ Copy of executed management contract signed by representatives of management company and the school's Board of Directors ▪ Meeting minutes from one Board meeting within 90 days prior to the Pre-Opening Site Visit 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Curriculum and Instruction				
9	A school calendar and class schedules exist and provisions have been made for them to be available to every student and family	<ul style="list-style-type: none"> ▪ Copy of the annual school calendar and class schedules 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Students and Parents				
10	The school has developed required policies and procedures related to serving Special Education students, student discipline (including Special Education students), complaints/grievances, the Family Educational Rights and Privacy Act (FERPA), and Indiana's Public Access	<ul style="list-style-type: none"> ▪ Copy of Student and Family Handbook containing the specified policies, including suspension and expulsion policies, as well as the rights of individuals to attend Board Meetings ▪ Copy of required staff policies and procedures manual, consistent with IDEA and Article 7, for serving Special Education students 		

	Laws, and has made appropriate policies available to students and their families in a Student and Family Handbook	<ul style="list-style-type: none"> ▪ Copy of required staff procedures, consistent with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), for storage/handling of student files in school. Such procedures should be included in the school's staff training manual or business/ operations handbook 		
11	Student enrollment procedures have been documented	<ul style="list-style-type: none"> ▪ Summary of school enrollment statistics including number of currently enrolled students, and number of students on the waiting list. You may choose to submit the most recent Real Time (RT) report from the IDOE's STN Center to display student enrollment information ▪ Copy of student enrollment policies, including a clear description of the following: enrollment deadlines, capacity by grade level (per the charter agreement), enrollment limitations as allowed under Indiana's charter statute (i.e., sibling preference), and the procedure and timeline for working through a lottery process if necessary ▪ Documents pertaining to any lotteries held 		
12	Electronic system for maintaining student records has been implemented	<ul style="list-style-type: none"> ▪ Written assurance that an electronic data system is in place (e.g., PowerSchool) 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Operations				
13	There are written plans for safety procedures, including fire drills and emergency evacuation plans	<ul style="list-style-type: none"> ▪ Specific, detailed plan for preparing and responding to emergencies are posted in the school at the time of the Pre-Opening Site Visit ▪ An Evacuation Plan, including detailed procedures for students with exceptional needs, has been created 		

		<ul style="list-style-type: none"> Evidence that the Department of Public Works has been contacted and a request has been made for the installation of school zone/speed limit signs School Safety Plan 		
14	Provisions have been made for required health services and screenings, including immunization records	<ul style="list-style-type: none"> Evidence that health services are available (e.g., school nurse on staff or contract, contract with health care clinic) as required in Indiana administrative code 511 IAC 4-1.5-6 Copies of policies for medication administration Written plan for providing required health services (e.g., student hearing and vision) Immunization records or proper exemption forms 		
15	Updated school contact information	<ul style="list-style-type: none"> Written assurance that updated school administration contact information has been provided to the IDOE Charter School Specialist and Director of the Office of School Finance for IDOE communications related to: PCSP grant reporting, per-pupil funding, state financial reporting (i.e., Form 9), and any other state reporting 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Finance				
16	School has established fiscal management and oversight policies and an accounting system with internal controls	<ul style="list-style-type: none"> Copy of the school's fiscal policies and procedures Evidence of employment of or contract with accountant, bookkeeper or other person to handle such duties Copy of the Initial Statement adopted by the Board of Directors, as well as written assurance that the school has contracted with a Certified Public Accounting firm or 		

		Accountant to complete an Independent Accountant's Report, per the charter agreement		
17	A payroll system has been established	<ul style="list-style-type: none"> Contract with payroll company or evidence of employment of or contract with persons to handle payroll; and copy of deduction policy 		
18	Financial Plan	<ul style="list-style-type: none"> 1-year cash flow plan identifying the sources of funds available to pay start-up costs of operations prior to receipt of state and local tuition support 5-year detailed budget that also identifies start-up costs 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Facilities				
19	Evidence of insurance coverage	<ul style="list-style-type: none"> Certificates of Insurance for all required insurance coverage (must take effect no later than effective date of acquisition of physical plant, if applicable) 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Enrollment				
-	Evidence that the school is on track toward meeting identified enrollment goals	<ul style="list-style-type: none"> Monthly completion of the Education One Enrollment Tracker. A student is considered "enrolled" if families have completed all enrollment paperwork and document submission(s) 	Education One Enrollment Tracker	

Phase Three:

Target Completion Date: **DATE**

Ongoing Monitoring Calls: **DATE 1 & DATE 2**

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Staffing				
20	All staff positions have been filled, the number of teachers is adequate and their assignments match the staffing plan	<ul style="list-style-type: none"> ▪ Written staffing plan outlining number of teaching staff by grade level, subject area, and title, as well as all paraprofessionals and administrative positions ▪ Teacher roster ▪ Evidence that National Criminal Background Checks have been conducted for all staff members and volunteers ▪ NOTE: For the duration of the school's operation, these background checks must be completed within 14 days of hiring any new staff or the use of volunteers in school 		
21	Teaching staff/Paraprofessionals comply with Indiana charter school licensing requirements and No Child Left Behind	<ul style="list-style-type: none"> ▪ Copies of valid Indiana teacher's licenses listing certification areas; or ▪ Proof that an individual is in the process of obtaining such license; or ▪ Proof that an Emergency license or Transition to Teaching license has been obtained ▪ Proof that paraprofessionals whose duties include instructional support have at minimum, 2 years of higher education 		
22	Special Education Teacher of Record	<ul style="list-style-type: none"> ▪ Signed contract for special education teaching staff, OR copy of valid Indiana teacher's license for on-staff special education teacher of record 		

23	The school has adequate Special Education and English Language Learner staffing in place to meet the needs of enrolled students	<ul style="list-style-type: none"> ▪ Assurance that the school has hired or contracted with certified Special Education staff, speech and language therapists, occupational and physical therapists, and/or any other staff as required to meet the needs of enrolled students. If services will be contracted, the school must provide a copy of the signed contract ▪ Assurance that the school has hired or contracted with qualified English Language Learner staff as required to meet the needs of enrolled students. If services will be contracted, the school must provide a copy of the signed contract 		
----	---	---	--	--

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Curriculum and Instruction				
24	Needed instructional materials and supplies have been ordered and distributed to classrooms at every grade level	<ul style="list-style-type: none"> ▪ Appropriate distribution of curricular materials, computers, and supplies is evident at time of Pre-Opening Site Visit 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Students and Parents				
25	Student records, including academic, attendance, discipline, and test records, as well as records for students with special needs, have been received or requested and have been stored in locked cabinets	<ul style="list-style-type: none"> ▪ Written assurance from the school ▪ Locked storage, and/or secured electronic storage, is present at time of Pre-Opening Site Visit 		
26	Student health records have been separated from academic records and are in locked storage in the office of	<ul style="list-style-type: none"> ▪ Written assurance from the school ▪ Copy of school health record procedures. Such procedures should be included in the school's Student and Family 		

	the school nurse or other appropriate location	<p>Handbook as well as in the school's staff training manual or business/ operations handbook</p> <ul style="list-style-type: none"> ▪ Locked storage is present at time of Pre-Opening 		
27	Student class roster is available to teachers, with a clear plan to communicate student assignments to families	<ul style="list-style-type: none"> ▪ Written assurance from the school ▪ Copy of student roster, including assigned grade levels and classroom teachers 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Operations				
28	Arrangements have been made for food service	<ul style="list-style-type: none"> ▪ Copy of food or vendor services contract. Note that the IDOE requires certain vendor selection and contracting requirements. Please plan for a 6-month process ▪ Evidence of appropriate state and local health department inspections and licenses 		
29	Transportation	<ul style="list-style-type: none"> ▪ Copy of agreement with provider of supplemental transportation services, including any students with disabilities whose IEPs require transportation accommodations ▪ Copies of expanded background checks for employees of the supplemental transportation services provider 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Facilities				
30	<p>Available space (including classrooms, restrooms, and special purpose space) meets the requirements of the program and the number of students enrolled. Space is accessible to all students (including handicapped students), families and visitors, clean, and well-lit. If building is not required to be handicap accessible, procedures for reasonable accommodation of such persons are in place. Space is safe and secure; entrance and exit from the school's space is adequately controlled</p>	<ul style="list-style-type: none"> Copies of final inspection reports from the following entities: State Department of Health, State Fire Marshal, Local Fire Department, and City Building Inspector Written procedures for reasonable accommodation of handicapped persons (if applicable) Inspection at time of Pre-Opening Site Visit to ensure safety and evacuation plans in each classroom and school signage are posted 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Enrollment				
-	Evidence that the school is on track toward meeting identified enrollment goals	<ul style="list-style-type: none"> Monthly completion of the Education One Enrollment Tracker. A student is considered "enrolled" if families have completed all enrollment paperwork and document submission(s) 	Education One Enrollment Tracker	

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
COVID-19 Continuous Learning Plan				
-		<ul style="list-style-type: none"> 		

Item	Area of Review	Required Documentation	Link	Date Completed <i>(Office Use Only)</i>
Final Approval				
31	Pre-Opening Site Visit	<ul style="list-style-type: none"> ▪ Written letter of approval granted upon successful completion of Phases I, II, and III and the Pre-Opening Site Visit (see Pre-Opening Site Visit Checklist) 		

Additional Discussion Items During Phase 2 and 3

- CSP Grant Support
- Dual Enrollment Meeting (*High Schools only*)
- New Leader Orientation (*May*)
- Board Governance Training (*Ongoing each month throughout Pre-Opening*)
- Phase 3 Budget Revisions if needed (based on enrollment tracker - this would be submitted as apart of July reporting requirements)
- Evidence of Community Connections (How are you establishing a positive presence in the community? How are you engaging key stakeholders in the community?)