

SCSC PRE-OPENING CHECKLIST

<i>Category</i>	<i>Task</i>	<i>Notes</i>	<i>Due Date</i>	<i>Approved</i>
Facilities	Finalize facility location		Within first 3 to 6 months of approval	☐ Yes ☐ No
	Finalize your lease (if applicable)		120 days prior to opening	☐ Yes ☐ No
	Obtain site approval and architectural review	Contact the Facilities Services Division of GaDOE	Within first 3 to 6 months of approval	☐ Yes ☐ No
	Obtain a School Code once the facility is approved	Contact the Facilities Services Division of GaDOE	1 to 2 months prior to school opening	☐ Yes ☐ No
	Obtain a Certificate of Occupancy	Contact appropriate local agencies for inspections and reviews	90 days prior to opening	☐ Yes ☐ 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	July 15, or 30 days prior to opening, whichever is earlier	☐ Yes ☐ No
	Obtain evidence of all necessary inspections	State Department of Health, County Health Department, State Fire Marshall, local fire department, city building inspector, etc.	1 to 2 months prior to school opening	☐ Yes ☐ No
	Evidence of insurance as stipulated in the charter agreement	Certificates of Insurance for all required insurance coverage stipulated by SCSC	August 1, or 10 days prior to opening	☐ Yes ☐ No

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	Create a plan and procedures to control access to the building		Prior to school opening	☐ Yes ☐ No
	Ensure adequate signage; ensure that the building is numbered for emergency response		Prior to school opening	☐ Yes ☐ No
	Provide office furniture, supplies, and technology to support school administration		Prior to school opening	☐ Yes ☐ No

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

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	information must be secured and ready for inspection by state officials.		school opening	☐ No
	Contact the Teachers Retirement System of Georgia to establish necessary accounts		2 to 3 months prior to school opening	☐ Yes ☐ No
	Contact the Department of Community Health to establish health insurance availability	(applicable if participating in the State Health Benefit Plan)	3 months prior to school opening	☐ Yes ☐ No
	Ensure at least two board members are credentialed in the Leader Keys Evaluation System (LKES)		Prior to school opening	☐ Yes ☐ No
	Ensure that the school leader and another school administrator are credentialed in the Teacher Keys Evaluation System (TKES)		Prior to school opening	☐ Yes ☐ 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)		2 to 3 months prior to school opening	☐ Yes ☐ No
	Ensure all staff is appropriately trained	Focus areas: • Special education identification and implantation policies • nondiscrimination policies and procedures • medical and crisis management	Prior to school opening	☐ Yes ☐ 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		3 months prior to school opening	☐ Yes ☐ No

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

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	policies	recommended	prior to school opening	☐ No
	Establish and implement student data and record policies to promote student confidentiality		1 to 2 months prior to school opening	☐ Yes ☐ No

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

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	Submit a copy of your intended EMO/CMO contract to the SCSC for approval		1 to 2 months after application approval	☐ Yes ☐ 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	3 to 6 months prior to school opening	☐ Yes ☐ 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	1 to 2 months prior to school opening	☐ Yes ☐ No

<i>Category</i>	<i>Task</i>	<i>Notes</i>	<i>Due Date</i>	<i>Approved</i>
Governance	By-laws have been ratified		Approval Date	☐ Yes ☐ No
	Board policies including grievance and criminal background checks have been formally approved		1 to 2 months after application approval	☐ Yes ☐ 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	Ongoing	☐ Yes ☐ No
	Provide current board member listing and contact information	Leadership roles identified	Alert SCSC when changes are made	☐ Yes ☐ No

<i>Category</i>	<i>Tasks</i>	<i>Notes</i>	<i>Due Date</i>	<i>Approved</i>
Students & Parents	Market your opening to students and		4 to 5 months	☐ Yes

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	parents to ensure adequate student enrollment		prior to school opening	☐ No
	Student enrollment procedures have been documented and a student roster is available to teachers		Prior to school opening	☐ Yes ☐ 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>	5 months prior to school opening	☐ Yes ☐ No
	Intake process to identify students with special needs		3 to 4 months prior to school opening	☐ Yes ☐ No
	Provide parents and students the school handbook	<i>This handbook should include the school's discipline plan</i>	Prior to school opening	☐ Yes ☐ No
	Ensure provisions have been made for required health services and screenings, including immunization records		1 month prior to school opening	☐ Yes ☐ No
	Develop a plan to involve parents and the community in key aspects of the school		3 to 4 months prior to school opening	☐ Yes ☐ No

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Training/ Guidance	Promptly respond to all information requests from GaDOE and the SCSC		Ongoing	☐ Yes ☐ No
	Attend the SCSC's New School Bootcamp		December	☐ Yes ☐ No

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	Contact the SCSC for Governing Board Strategic Planning opportunities			☐ Yes ☐ No
	Send special education personnel to the IDEAS Conference sponsored by GaDOE and Georgia CEC		Summer	☐ Yes ☐ No
	Send federal program personnel to the Statewide Title Programs Conference		Summer	☐ Yes ☐ No
	Send the school leader and data management personnel to the Data Collections Conference		August/September	☐ Yes ☐ 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	☐ Yes ☐ No
	Consult your attorney before making major decisions		Ongoing	☐ Yes ☐ No
	Do not wait to contact the SCSC should problems arise as the school prepares to open		Ongoing	☐ Yes ☐ No