



## Checklist for New Schools Approved for the 2019-2020 School Year

<b>November – January</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Secure Board Attorney.</li> <li><input type="checkbox"/> Secure Board Members.</li> <li><input type="checkbox"/> Secure Treasurer.</li> <li><input type="checkbox"/> Submit Federal Programs Application for Title Funds.</li> </ul>
<b>January - March</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit signed Board resolution adopting the contract.</li> <li><input type="checkbox"/> Submit signed Preliminary Agreement.</li> <li><input type="checkbox"/> Submit Secretary of State Certificate establishing Ohio non-profit entity.</li> <li><input type="checkbox"/> Submit W-9 Form.</li> <li><input type="checkbox"/> Set-up School with Shared Services.</li> <li><input type="checkbox"/> Set-up School in OEDS/submit confirmation to CSS.</li> <li><input type="checkbox"/> Submit \$50,000 in the form of a bond, cash or assurances to the Auditor of State's office/submit notice of assurance and Auditor receipt to CSS.</li> <li><input type="checkbox"/> Submit all Board Member resumes, BCIs/FBIs.</li> <li><input type="checkbox"/> Submit School's transportation plan / Contact district for Transportation Plan.</li> <li><input type="checkbox"/> Begin process of ordering Curriculum Materials.</li> </ul>
<b>March - May</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit signed Contract – by May 15.</li> <li><input type="checkbox"/> Secure Staff and Vendors / Contractors.</li> <li><input type="checkbox"/> Complete National School Lunch Program Training with ODE – Spring/Summer prior to opening.</li> <li><input type="checkbox"/> Complete Safety Plan – 30 days from opening for complete plan / 90 days from opening for approval by DHS.</li> <li><input type="checkbox"/> Secure Liability Insurance.</li> <li><input type="checkbox"/> Secure Facility / Establish renovation plan.</li> <li><input type="checkbox"/> Submit final Calendar and Bell Schedule.</li> <li><input type="checkbox"/> Establish Health and Safety / Fire Inspections.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Dropout Recovery Application (if applicable).</li> <li><input type="checkbox"/> Submit Blended Learning Notification (if applicable).</li> </ul>

*\*The dates provided are a guide for schools opening during the 2019-2020 school year. This is not a comprehensive list and the Ohio Department of Education may prescribe different dates than shown above. Charter School Specialists and St. Aloysius will provide updates as the information becomes available and are not responsible for any dates missed by the school.*