



**COMMUNITY SCHOOL TRANSFER
APPLICATION PROCESS**

EFFECTIVE DATE 01/01/2019

SOP 1.11

SIGNATURE _____

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

PROPOSED BY _____

Legal Department

PURPOSE

The COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS applies to schools seeking a transfer of sponsorship. It ensures collection of sufficient information concerning an applicant's academic data, compliance reports, governing authority meeting minutes, financial records, including recent audits, and information about how the school has remedied any deficiency cited by the current sponsor.

The COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS guides the applicant from the initial review through contract transfer. Subsidiary or subsequent processes to the COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS include the COMMUNITY SCHOOL TRANSFER CONTRACT PROCESS and TRANSFER CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS.

SCOPE

The COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS applies to all staff who reviews community school transfer applications.

PROCEDURE

The COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS is as follows:

1. Schools seeking to transfer sponsorship must first seek permission from their current sponsor.
2. The Intent to Apply and Transfer Application will be posted on the Charter School Specialists and St. Aloysius website for review by potential applicants.
3. Applicants may contact the President or other CSS employee and express interest in engaging St. Aloysius as a sponsor. The applicant will be referred to the St. Aloysius or Charter School Specialists website for completion and submission of the Intent to Apply: Existing Transfer School.
4. Upon receipt of an intent to apply, CSS will conduct a preliminary eligibility review using the information contained in the Intent to Apply: Existing Transfer School and a review of the



school's current local report card to determine if the applicant must apply to the Department of Education for transfer.

5. The Legal Department shall review the submission and communicate to the applicant and President if the school must apply to the Department of Education under current law based on the criteria above. Guidance from Department will be provided.
6. Applicants will be provided a transfer application, including directions for completing the application and defined timeline.
 - a. If the Department denies the applicant's request to transfer, the school will be notified and the application will not be considered.
7. The Legal Department confirms that documents are submitted electronically per the directions and guidance provided to the applicants.
8. If the application is incomplete, the Legal Department shall contact the transfer school applicant and request additional information.
9. The Legal Department prepares a list of all applicants.
10. The Legal Department facilitates a training for the application review team to review the scoring tools, provide guidelines outlining the review process, including calibration and a timeline for review. This training shall be conducted prior to the beginning of the scoring process.
11. Training materials will be stored on the shared drive in the appropriate location.
12. The Legal Department initiates the next step in the process, COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS.

DOCUMENTATION / VERIFICATION

All COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS documents are saved as follows:

Location of documentation:

S: / (2017-2018) Current School Year COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS

Naming convention:

[School year applied for] [Applicant Name] [School Name] [Section of application, i.e., rubric, interview questions] [Date posted].

Ex: 2017-2018 COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS/ABC Academy of Columbus Application Final [Date]

Supporting documentation included with this process:

1. List of applicants
2. Transfer school application and supporting documentation
3. Scoresheet(rubric)
4. Timeline

DOCUMENT HISTORY



Orig. Date January 2019

REVIEW AND APPROVAL

Reviewer of the EXISTING COMMUNITY SCHOOL APPLICATION PROCESS is as follows:

Reviewed By: Management Team

Date: 11/08/2018

Approved By: President David L. Cash, Jr.

Date: 11/08/2018

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.