Applicant Checklist

Proposed Eighteenth Generation Charter School Name _____

Name of Sponsoring Entity _____

This checklist MUST be completed and submitted as part of the application to ensure that the applicant has provided all of the information required by the RFA.

Application

- ☐ Application Coversheet
- ☐ Table of Contents
- ☐ Applicant Checklist *(this document)*

☐ Attended Applicant Information Session:

Date: _____

Board Member Who Attended: _____

Application Sections *(All questions in each section must be answered completely.)*

- ☐ 1. Statement of Need
- ☐ 2. Vision of the School
- ☐ 3. Community Support
- ☐ 4. Educational Plan
- ☐ 5. Special Needs Students and Programs
- ☐ 6. Geographic Boundary
- ☐ 7. Admissions and Enrollment Policies
- ☐ 8. Governance
- ☐ 9. Human Resources Information
- ☐ 10. Business Plan

Attachments A - X

- ☐ A. Published Notice of Public Hearing
- ☐ B. Synopsis of Public Hearing
- ☐ C. Special Education Assurances and Development of Policies and Procedures
- ☐ D. Notarized Biographical Affidavits
- ☐ E. 501(c)(3) Determination Letter from IRS
- ☐ F. Articles of Incorporation and All Amendments
- ☐ G. Bylaws of the Sponsoring Entity and All Amendments
- ☐ H. Organizational Chart
- ☐ I. Supplemental Human Resources Information Forms
- ☐ J. Audit Report
- ☐ K. Credit Report
- ☐ L. IRS 990 Filing
- ☐ M. Documentation Verifying All Sources of Funding
- ☐ N. Documentation Verifying All Sources of Funding NOT Requiring Repayment
- ☐ O. Start-Up Budget
- ☐ P. Budget for First Five Years of Operations
- ☐ Q. Combined 5 Year Budget
- ☐ R. Negotiated Service Agreement(s)
- ☐ S. Certificate of Occupancy or Equivalent Certificate
- ☐ T. Negotiated Lease Agreement(s), Deed(s) to Property, Earnest Money Contract(s), or Purchase Agreement(s)
- ☐ U. Bilingual Education/ESL, Section 504, and Dyslexia Assurances
- ☐ V. General Application of Assurances for Federal Programs
- ☐ W. Special Assurances Document
- ☐ X. State Board of Education Disclosure of Campaign Contributions Form

The CEO of the sponsoring entity acknowledges the following:

- ☐ 1. The application and 5 copies submitted are printed single-sided and at least one copy has been retained for the organization's records.
- ☐ 2. Applications must be received by Document Control at the Texas Education Agency by the stated deadline in the Request for Application in order to be considered.
- ☐ 3. All submissions become the property of the Texas Education Agency and will not be returned.

_____ _____

Name of Application Preparer (Typed) **Name of CEO of Sponsoring Entity (Typed)**

_____ _____

Signature of Application Preparer **Date** **Signature of CEO of Sponsoring Entity** **Date**