

# Rhode Island Department of Education: Office of School Opportunities

## Request for Proposals for New Student Seats 2023

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### Completeness Checklist: **Charter Name**

**Proposal Type:**

**Serving:**

**Justification:**

**Establishing entity:**

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**Mandatory Items:**

- Did the application submit an Executive Summary in the “pre-approval phase.” These were due **July 3<sup>rd</sup>, 2023**
- Did this application team attend a Technical Assistance Session prior to submitting this application?

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- **New Seats Applications are due to [RICharters@ride.ri.gov](mailto:RICharters@ride.ri.gov) on August 8, 2023**
- **Completeness Checks from the Office of School Opportunities will be sent to application teams by August 21, 2023**
- **Completed applications for New Seats will be posted to the Charter School page at [RIDE.ri.gov](http://RIDE.ri.gov) by August 21, 2023, after reviewing the Completeness Check with the applicant team.**

***To move forward in the New Seats Process for a new charter school, or expansion, you must have included sufficient answer to ALL the following needs within the “Request for Proposals for New Student Seats.”***

<i>Application Section</i>	<i>Charter Proposal</i>
I. Cover Sheet	
II. Executive Summary (This was submitted in the pre-approval phase) <i>Applicant teams should note if there were any edits since pre-approval.</i>	
III. Mission Statement	
IV. Proposed New Student Seats and Enrollment	
V. Goals	
VI. Community Need and Support <i>There must be evidence of alignment to RIDE’s stated priorities in addition to letters of support. This can include research on the communities served, specific data points, and research on the geographical area in which the school will be located and/or drawing students from. The purpose will be to state why the community needs this school. In the case of statewide</i>	

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<i>catchments, there must be evidence of how this school supports students in <b>all</b> communities.</i>	
VII. Educational Program <i>There must be evidence of educational programming and supports for differently-abled students and multilingual learners.</i>	
VIII. Organizational Capacity	
IX. Facilities <i>If you do not have an identified facility, you need to submit a plan for your facility. For more information refer to the "Request for Proposals for New Student Seats"</i>	
X. Operations	
XI. Finance and Budget <i>There must be evidence of long-term sustainability.</i>	
XII. Schedule and Calendar	
XIII. Startup Timeline	
XIV. Variances	

<b>Required Attachments</b>	<b>Charter Proposal</b>
Resumes of Applicant Group Members	
Resumes of Board Members	
Draft Bylaws	
School Leader Job Description	
Enrollment Table	
Course Offering Outline	
Audit of managing partner/CMO/entity (if applicable)	
Annual Report of managing partner/CMO/entity (if applicable or available)	
Draft term sheet or contract between managing partner/CMO/entity and proposed charter school (if applicable)	
Draft School Calendar	
Five-Year Budget Projection	
Evidence of Community Support	

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Required Attachments from Appendix B (Most recent Establishing Entity Audit for an Independent Charter)	
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