*Completeness Checklist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Proposal Type:**

**Serving:**

**Justification**:

**Establishing entity:**

**Mandatory Items:**

* Did the application submit an Executive Summary in the “pre-approval phase.” These were due ***June 28, 2024, 5:00 p.m. EST***
* Did this application team attend a Technical Assistance Session prior to submitting this application?

**----**

* **New Seats Applications are due to** [**RICharters@ride.ri.gov**](mailto:RICharters@ride.ri.gov) **on *July 12, 2024, 5:00 p.m. EST***
* **Completeness Checks from the Office of School Opportunities will be sent to application teams by *July 22, 2024, 5:00 p.m. EST***
* ***Completed applications for New Seats will be posted to the Charter School page at RIDE.ri.gov by July 26, 2024, 10:00 a.m. EST, 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.”***

|  |  |
| --- | --- |
| ***Application Section*** | ***Charter Proposal*** |
| I. Cover Sheet |  |
| II. Executive Summary (This was submitted in the pre-approval phase) *Applicant teams should note if there were any edits since pre-approval.* |  |
| III. Mission Statement |  |
| IV. Proposed New Student Seats and Enrollment |  |
| V. Goals |  |
| VI. Community Need and Support  *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 catchments, there must be evidence of how this school supports students in* ***all*** *communities.* |  |
| VII. Educational Program  *There must be evidence of educational programming and supports for differently-abled students and multilingual learners.* |  |
| VIII. Organizational Capacity |  |
| IX. Facilities  *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”* |  |
| X. Operations |  |
| XI. Finance and Budget  *There must be evidence of long-term sustainability.* |  |
| XII. Schedule and Calendar |  |
| XIII. Startup Timeline |  |
| XIV. Variances |  |

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