

Category	Task	Notes	Timeline	Completed
Facilities	Finalize facility location		Immediately but no later than January	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize your lease (if applicable)		Immediately but no later than January	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain site approval and architectural review*	<i>Contact the Facilities Services Division of GaDOE</i>	No later than March	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain a Certificate of Occupancy*	<i>Contact appropriate local agencies for inspections and reviews</i>	No later than April	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain evidence of all necessary inspections*	<i>State Department of Health, County Health Department, State Fire Marshall, local fire department, city building inspector, etc.</i>	No later than June	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Obtain a School Code once the facility is approved*	<i>Contact the Facilities Services Division of GaDOE</i>	No later than June	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Prepare a Safety and Emergency plan*	<i>Submit the plan to your local emergency management in accordance with O.C.G.A. § 20-2-1185</i>	July 15, or 30 days prior to the first day of school, whichever is earlier	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Evidence of insurance as stipulated in the charter agreement*	<i>Certificates of Insurance for all required insurance coverage</i>	August 1, or 10 days prior to the first day of school, whichever is earlier	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Create a plan and procedures to control access to the building		Prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure adequate signage; ensure that the building is numbered for emergency response		Prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide office furniture, supplies, and technology to support school administration		Prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No

Category	Task	Notes	Timeline	Completed
School Personnel	Contact the Department of Community Health to establish health insurance availability*	<i>(applicable only if participating in the State Health Benefit Plan)</i> Please note: you only get one opportunity to elect to participate in the state health benefit plan and this can only be done prior to opening.	No later than January	Yes
				No
	Hire a qualified school leader		No later than April	Yes No
	Ensure the school leader receives access to the MyGaDOE data portal and can provide necessary data provisioning rights to school personnel in a manner consistent with the school's student data policy		No later than April	Yes No
	Finalize teacher contracts and salary schedules		May-July	Yes No
	Create a personnel policy manual	<i>Legal consultation is highly recommended</i>	No later than June	Yes No
	Contact the Teachers Retirement System of Georgia to establish necessary accounts		No later than June	Yes No
	Identify individuals that will serve key roles (i.e. Testing Coordinator, Title I Director, Special Education Director, Super User) and have them set up in the Portal (MyGaDOE)		No later than June	Yes No
	Recruit and hire adequate number of teachers and support personnel to match assignments and staffing plan	<i>Ensure teachers are highly qualified in accordance with the P.S.C.</i>	No later than July	Yes No
	Ensure that personnel records are adequately safeguarded		No later than July	Yes No
	Ensure at least two board members are credentialed in the Leader Keys Evaluation System (LKES)*		No later than July	Yes No
	Ensure that the school leader and another school administrator are credentialed in the Teacher Keys Evaluation System (TKES)*		No later than July	Yes No

Category	Task	Notes	Timeline	Completed
School Personnel Cont.	Ensure all staff is appropriately trained	<i>Focus areas:</i> <ul style="list-style-type: none"> • <i>Special education identification and implantation policies</i> • <i>nondiscrimination policies and procedures medical and crisis management</i> 	No later than July	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure that all personnel have criminal background checks and fingerprinting. This information must be secured and ready for inspection by state officials.*		Prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No

Category	Tasks	Notes	Timeline	Completed
Students & Parents	Adopt a policy for enrollment lotteries in preparation for student enrollment exceeding capacity	<i>If any enrollment is significantly below projections, the charter school must revise its budget accordingly</i>	No later than December	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Market your opening to students and parents to ensure adequate student enrollment		Immediately but no later than March	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Establish intake process to identify students with special needs		No later than May	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Develop a plan to involve parents and the community in key aspects of the school		No later than May	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide parents and students the school handbook	<i>This handbook should include the school's discipline plan</i>	Prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure provisions have been made for required health services and screenings, including immunization records		1 month prior to the first day of school	<input type="checkbox"/> Yes <input type="checkbox"/> No

Category	Task	Notes	Timeline	Completed
Education & Instruction	Establish a Student Handbook and related policies	<i>Legal consultation is highly recommended</i>	No later than March	Yes
				No
	Establish and implement student data and record policies to promote student confidentiality		No later than March	Yes
				No
	Adopt a school calendar		No later than April	Yes
				No
	Choose a Student Information System*	<i>Contact GaDOE to ensure the SIS you choose is compatible with the State Longitudinal Data System (SLDS)</i>	No later than May	Yes
				No
	Draft and Adopt Student Learning Objectives(SLO) to implement TKES/LKES	<i>A charter school must select a SLO contact for the school who will need to be trained immediately upon hiring (Usually an Administrator)</i>	No later than August	Yes
				No
	Finalize curriculum	<i>Ensure that chosen curriculum is aligned to state standards</i>	No Later than July	Yes
				No
	Choose appropriate norm-referenced and/or benchmark assessments		1 month prior to the first day of school at a minimum	Yes
				No
	Choose and purchase textbooks and instructional materials	<i>Ensure the school is well-stocked with classroom supplies and materials</i>	Prior to the first day of school	Yes
				No

<i>Category</i>	<i>Task</i>	<i>Notes</i>	<i>Timeline</i>	<i>Completed</i>
Operations & Fiscal Management	Establish an official school email system*	<i>This is required to correspond with the GaDOE</i>	Immediately after approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Become familiar with guidance, including reporting timelines		Immediately after approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Submit a copy of your intended EMO/CMO contract to GaDOE for approval*	<i>Must be submitted prior to the execution of the contract.</i>	30 days after application approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Determine if and how transportation will be provided	<i>If transportation will be provided, contact GaDOE's Pupil Transportation Division for appropriate processes and approvals</i>	Immediately after approval but no later than December	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Determine if and how food service will be provided	<i>If food service will be provided, contact GaDOE's School Nutrition Division for appropriate processes and approvals</i>	Immediately after approval but no later than December	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Identify legal counsel		No later than December	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Establish internal controls and fiscal policies that ensure board oversight over financial management		No later than April	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize a budget based on expected enrollment		No later than May	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Finalize any potential grant program application(s)*		TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No

Category	Task	Notes	Timeline	Completed
Governance	Participate in initial governance training with a SBOE-approved charter school board governance training provider	<i>Required pursuant to O.C.G.A. § 20-2-2072 and SBOE Rule 160-4-9-.06</i>	Immediately after approval but no later than May	Yes
				No
	Participate in financial governance training with GaDOE's Finance and Budget Office	<i>Required pursuant to O.C.G.A. § 20-2-2072 and SBOE Rule 160-4-9-.06</i>	No later than September	Yes
	By-laws have been ratified		Approval Date	No
	Provide current board member listing and contact information*	<i>Identify leadership roles and notify GaDOE of any changes.</i>	Immediately after approval but no later than November	Yes
	Formally approve board policies including grievance and criminal background checks		No later than November	No
	Maintain evidence and regular board meetings and minutes	<i>Indicates understanding of key laws and best practices. Post all meeting schedules and agendas to the public</i>	Ongoing	Yes
				No

*Required action item that necessitates document submission to or formal correspondence with the Georgia Department of Education