

## CHARTER SCHOOL ASSURANCE OF READINESS

(Rev. 6-19)

**IMPORTANT NOTE:** This checklist is meant to serve as a resource for new or expanding charter schools. While it is required for Wisconsin Charter Schools Program (WCSP) subgrantees, the Department of Public Instruction (DPI) recommends all authorizers use the checklist to assess the readiness of new or expanding schools.

If a new charter school will be opening and the authorizer has not already notified the state superintendent, the authorizer should do as soon as possible. Please note that, for new independent charter schools, this notification must be received by February 1.

In order to receive a DPI school code, a school must have a duly executed contract on file with the DPI that satisfies all provisions required under state law and federal law, where applicable. The department recommends sending a draft of the contract accompanied by a completed Charter School Contract Benchmarks form by April 1 to resolve any issues before obtaining final signatures. Final contracts must be signed by all parties and submitted electronically with a completed benchmarks form to [charterschools@dpi.wi.gov](mailto:charterschools@dpi.wi.gov) by July 1.

**WCSP Grant Requirements:** The charter school authorizer must complete this form by initialing all items. Subgrantees in operation during the first year of the grant must submit this form to the department at least two weeks before the first day of school and prior to accessing grant funds. Schools not in operation during the first year of the grant must submit this form by the last day in May of the school's planning year.

**Submission:** Subgrantees must submit an electronic version of the completed and signed form to [charterschools@dpi.wi.gov](mailto:charterschools@dpi.wi.gov).

<b>Authorizing Entity</b>		
<b>School Name</b>		
<b>First Day of School</b>		
Item No.	Item	Initials
1	<ul style="list-style-type: none"> <li>• On-site visit conducted prior to the first day of instruction.</li> <li>• Confirmation of lease or ownership received.</li> <li>• Charter school has sufficient space and physical capacity to accommodate projected enrollment.</li> <li>• Charter school's building meets all applicable building codes.</li> </ul>	
2	<ul style="list-style-type: none"> <li>• Appropriate financial systems are in place and operational.</li> </ul>	
3	<ul style="list-style-type: none"> <li>• Received confirmation of required insurance coverage.</li> </ul>	
4	<ul style="list-style-type: none"> <li>• Executed contract on file.</li> <li>• Contract includes provisions related to the expansion, if applicable.</li> </ul>	
5	<ul style="list-style-type: none"> <li>• Appropriate number of staff to meet the needs of the school's population and grade levels, including students in special education and English learners.</li> </ul>	
6	<ul style="list-style-type: none"> <li>• Procedures in place to ensure all staff are appropriately licensed.</li> </ul>	
7	<ul style="list-style-type: none"> <li>• Received enrollment projections.</li> </ul>	

8	<ul style="list-style-type: none"> <li>Admissions procedures, enrollment periods, lottery procedures, retention or disciplinary policies have been reviewed and confirmed.</li> </ul>	
9	<ul style="list-style-type: none"> <li>Appropriate authorities completed all applicable health and safety inspections for new and additional space or buildings.</li> </ul>	
10	<ul style="list-style-type: none"> <li>Food service plan in place.</li> <li>If applicable, vendor contracts finalized and signed.</li> </ul>	
11	<ul style="list-style-type: none"> <li>Transportation plan in place.</li> <li>If applicable, vendor contracts finalized and signed.</li> </ul>	
12	<ul style="list-style-type: none"> <li>Plan in place to ensure IDEA compliance.</li> <li>If applicable, vendor contracts finalized and signed.</li> </ul>	
13	<ul style="list-style-type: none"> <li>Appropriate student information system (SIS) in place to ensure transfer of student information to the DPI.</li> </ul>	
14	<ul style="list-style-type: none"> <li>Student/parent handbook, policies, procedures, and other materials are ready for distribution.</li> </ul>	
15	<ul style="list-style-type: none"> <li>Governance board meeting schedule is set for the school year.</li> </ul>	
16	<ul style="list-style-type: none"> <li>Communication plan in place for communication with charter school leader.</li> </ul>	
17	<ul style="list-style-type: none"> <li>Appropriate inventory processes in place.</li> </ul>	
18	<ul style="list-style-type: none"> <li>Closing policies and procedures in place, including: <ul style="list-style-type: none"> <li>plans to assist students to attend other high-quality public schools in the event the charter school closes, and</li> <li>plans for disposition of property and equipment according to federal and state law.</li> </ul> </li> </ul>	
19	<ul style="list-style-type: none"> <li>For All Charter Schools: Plan in place to annually provide a copy of the school's report card and a list of educational options to the parent or guardian of each pupil attending the school, as required under Wis. Stat. s. 115.385(4).</li> <li>For WCSP Grantees: Plan in place to make publicly available, consistent with the dissemination requirements of the annual State report card under Section 1111(h) of the ESSA, including on the website of the school, information to help parents make informed decisions about the education options available to their children, including information on the educational program; student support services; parent contract requirements (as applicable), including any financial obligations or fees; enrollment criteria (as applicable); and annual performance and enrollment data for each of the subgroups of students, as defined in section 1111(c)(2) of the ESSA, except that such disaggregation of performance and enrollment data shall not be required in a case in which the number of students in a group is insufficient to yield statically reliable information or the results would reveal personally identifiable information about individual students.</li> </ul>	
<b>Item No.</b>	<b>For Independent Charter Schools Only</b>	<b>Initials</b>
20	<ul style="list-style-type: none"> <li>Grant procedures required under the Federal Uniform Grant Guidance (2 CFR, Part 200) are documented.</li> </ul>	
21	<ul style="list-style-type: none"> <li>School's leader has created a Wisconsin Access Management System (WAMS) Account. (This is required for access to the DPI's secure applications. See <a href="https://dpi.wi.gov/cst/data-security/wams/create-account">https://dpi.wi.gov/cst/data-security/wams/create-account</a> for instructions.)</li> </ul>	
22	<ul style="list-style-type: none"> <li>School's leader has completed and submitted the <a href="#">District Administrator Authorization Form</a> in order to assign roles and access to the DPI's secure</li> </ul>	

	applications.	
23	<ul style="list-style-type: none"> <li>School provided its Employer Identification Number (EIN) and federal DUNS Number to the DPI for the aids banking system.</li> </ul>	
24	<ul style="list-style-type: none"> <li>School's leader has a current copy of the DPI's Independent Charter Schools Program Calendar for the school year.</li> </ul>	
25	<ul style="list-style-type: none"> <li>School has completed its required ESSA LEA Plan and submitted it to the DPI. See <a href="https://dpi.wi.gov/esea/lea-implementation-and-consolidated-application">https://dpi.wi.gov/esea/lea-implementation-and-consolidated-application</a> for an LEA draft plan and template.</li> </ul>	
<b>Signatures</b>		
<b>Authorizer Representative Name</b>		
<b>Authorizer Representative Title</b>		
<b>Authorizer Representative Signature</b>		
<b>Date</b>		
<b>Charter School Leader Signature</b>		
<b>Date</b>		