State Charter School Website Checklist

Please utilize this checklist as a resource to ensure that school websites promote transparency and monitoring—the following information, at a minimum, should be easily accessible on the school's website. SCSC Rule 691-2-.03 160-4-9-.06(2)(e)

☐ **Governing Board membership** with updated names and positions of board members

☐ **Governing Board meeting calendar** with specific dates, times, and locations

☐ **Meeting agendas** for upcoming Governing Board meetings

☐ **Meeting minutes** for past Governing Board meetings (unless the Georgia Open Meetings Act limits their publication) that include the names of board members present, a description of each motion, and a record of all votes

☐ **Procedure for contacting the school's most senior school administrator**

☐ **Procedure for contacting Governing Board**

☐ **Admissions application**

☐ **Enrollment and admission procedures**, including date, time, and location of any upcoming enrollment lottery (SCSC Rule 691-2-.05)

☐ **Annual operating budget** or summary thereof (O.C.G.A. § 20-2-167.1)

☐ **Charter contract**