



2015-16 NEW CHARTER SCHOOLS CHECKLIST

Name of Charter School: YPI VALLEY PUBLIC CHARTER HIGH SCHOOL Appointment Date: _____

Y	N	COMPONENTS	Comments
		1. Copy of Confirmation Letter Apply for Custodian of Records in advance of the need to contract employees, and process employees for both Department Of Justice (DOJ) and FBI	
		2. Evidence of: <ul style="list-style-type: none"> a) Certificate of Occupancy* (COO) b) Emergency Preparedness c) Evacuation Maps d) Emergency Supplies e) Ask if school has submitted Liability Insurance* f) 2015-16 School Calendar g) 2015-16 Bell Schedule 	
		3. Proof that the food service provider has presented and maintains all required health clearances	
		4. English Learner Master Plan* (Required only if the proposed school has not adopted the District's EL Master Plan)	
		5. Identification and employment of special education service providers; as well as ensuring all appropriate special education staff have applied for, and have received Welligent access. School submitted Special Education's <i>School Self Review Checklist</i>	
		6. Completion of NCLB Grid: <ul style="list-style-type: none"> a) DOJ Clearances b) TB Clearances c) Credential information d) Vendor/Contractors verifications 	
		7. Funding line activated with the Charter Schools Division*	
		8. School leadership has requested EZ-Access and Single Sign-On access for non-LAUSD employees, including all administrators and staff	
		9. Contacted a nearby LAUSD school to establish the location of the daily mail delivery/pick up and have notified the Mail Unit of that location	
		10. MiSIS participation* – attended MiSIS training sessions; read communications; submitted requested materials to the District as needed	
		11. Instructional Materials (i.e. textbooks, technology, and other supplements for Math, ELA, Science as outlined in the approved charter petition). Also ordered CELDT and SPED materials and received appropriate trainings to administer all CDE exams.	
		12. Enrollment and Staffing (Head Count of students enrolled, full staff)	
		13. If co-located – school leadership is in possession of all applicable LAUSD bulletins, reference guides, memorandums and policies (PSC or Prop 39)	

CSD INTERNAL PURPOSES ONLY

Visit conducted by:		Date:
Outcome:	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	

Notes:

* Documents may be verified prior to actual school visit and/or questions asked to LAUSD staff (e.g., Risk Management, CSD, etc.)