



Office of Charter  
School Compliance

# Local Start-Up Charter School Petition

FY 2027

For Schools Seeking Initial Approval from Both a  
Local Board of Education and the State Board of  
Education



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# PETITION INSTRUCTIONS

## Introduction

The attached Local Start-Up Charter School Petition is for schools seeking authorization from both a Local Board of Education (LBOE) and the State Board of Education (SBOE). Please note that if your local charter school petition is approved by both the LBOE and the SBOE, the school would be called a locally-approved charter school.

Evaluation of the petition will focus on whether implementation of the proposed program will lead to improved academic, organizational, and financial outcomes. The evaluation will also determine whether:

- The proposed charter school will comply with all applicable laws, rules, regulations, policies, and procedures (including the Charter Schools Act of 1998, as amended [O.C.G.A. §§ 20-2-2060 through 20-2-2071] and State Board of Education Rule 160-4-9-.04 et seq.);
- The academic, organizational, and financial plans are viable;
- The petitioner has the experience and capacity to successfully implement the plan as submitted; and
- The charter school is in the public interest.

Applicants are strongly encouraged to review all resources available on the [OCSC's website](#) prior to drafting and submitting a petition, including, but not limited to:

- The Local Petition Evaluation Rubric, which outlines the standards by which the LBOE and OCSC will evaluate the petition;
- The standard charter contract template, which will be issued by the LBOE and OCSC;
- The Local Comprehensive Performance Framework (LCPF), which serves as an accountability framework for all locally-approved charter schools; and
- The standard pre-opening checklist, which will be incorporated into charter contracts for all new charter schools approved by the SBOE during the FY27 application cycle.

## Local Start-Up Petition Process

①

### **Petitioner Submits a Letter of Intent to the LBOE and the OCSC**

The Letter of Intent (LOI) is the first step in the start-up process, notifying the local board(s) of education and the OCSC of your intent to submit a start-up application. The LOI must follow the OCSC template and be submitted at least **six months** before the petition deadline (or by the date specified by the LBOE).

②

### **Petitioner Submits a Local Start-Up Charter School Petition to the LBOE and the OCSC**

The petitioner must complete the application form provided by the OCSC. Local Boards of Education are responsible for adopting policies and publishing deadlines for submission of charter school petitions; local charter applicants should contact the LBOE for more information about how to comply with local submission requirements.



- 3 **The Local District Reviews the Petition**  
The local district conducts a review to assess the quality of the renewal application, including an in-person panel interview. Local districts may also ask the petitioner additional district-specific questions to determine if the charter school is in the public interest and may solicit clarifying information as needed.
- 4 **The Contracting Process Begins**  
The local school district drafts a charter contract using the OCSC's boilerplate template and shares it with the LBOE and the petitioner. Once the LBOE and the petitioner agree on the contract details, a copy is submitted to the OCSC. Timely contract submissions to the OCSC are preferred for process efficiency. If parties are unable to agree on contract terms, the OCSC may serve as a mediator.
- 5 **The LBOE Takes Action on the Petition**  
The LBOE votes to approve or deny the petition.
- 6 **Petitioner Submits Approved Petition to the OCSC**  
If approved by the LBOE, petitioners must deliver a final copy of the petition to the OCSC for review within 30 days of approval.
- 7 **The OCSC Reviews the Petition**  
The OCSC coordinates with the Charter Advisory Committee to conduct a review of the start-up application. The OCSC's evaluation considers review materials produced by the local district, includes a panel interview with the petitioner, and may include a request for additional clarifying information.
- 8 **The Charter Advisory Committee Votes on a Recommendation**  
The OCSC presents findings from its review to the Charter Advisory Committee (CAC), soliciting a formal recommendation from the board.
- 9 **The OCSC Makes a Recommendation to the SBOE**  
The OCSC makes a recommendation to the State Board of Education for approval or denial of a charter contract.
- 10 **The SBOE Takes Action on the Petition**  
The SBOE votes on the recommendation submitted by the OCSC.

## Submission Procedures

The local start-up petition process includes (1) the LBOE's review and approval, (2) the OCSC's review and recommendation, which incorporates a recommendation from the Charter Advisory Committee, and (3) SBOE action.

The OCSC will review the charter school petition only after the LBOE formally reviews and approves the petition. **Please note that petitioners are required to submit each of the following to the OCSC via electronic mail ([allen.mueller@scsc.georgia.gov](mailto:allen.mueller@scsc.georgia.gov)):**



- An exact copy of the Letter of Intent, provided at the same time as the original submission to the LBOE.
- An exact copy of the Local Start-Up Application, provided at the same time as the original submission to the LBOE.
- A copy of the Local Start-Up Application after approval by the LBOE, with changes made based on feedback from the local school district highlighted. Additionally, any intervening documents requested by, or provided to, the LBOE during the local submission process.

Submitting a Local Start-Up Charter School Petition to the OCSC does not guarantee that the SBOE will grant a contract with the petitioner. Incomplete, technically non-compliant, and/or legally insufficient petitions will be rejected without full review. In addition, complete petitions that are not strong enough to guarantee a successful charter school implementation will be recommended for denial.

All information in petitions submitted to the OCSC is subject to the Georgia Open Records Act.

## Charter Petition Package Checklist

A complete petition package includes the following items:

### ☐ **PETITION NARRATIVE**

Answers responsive to the questions on pages 6-19. Responses must adhere to the word limits provided with each question.

FORMAT: A Microsoft Word or PDF document. Narrative responses must be clearly labeled with the application question number.

### ☐ **EXHIBITS**

Provide the required exhibits listed on pages 20-23. Please provide the page number of any attached exhibit using the Exhibits List.

The following exhibits must be completed using the templates provided by the OCSC:

- ☐ Conflict of Interest Forms completed by governing board members and school administrators;
- ☐ A completed OCSC Budget Template; and
- ☐ A completed Locally-Approved Charter School Partners Roles and Responsibilities Chart.

FORMAT: The Budget Template **must** be submitted using Excel format. All other Exhibits should be submitted in PDF format. All exhibits must be clearly labeled with the exhibit number.

### ☐ **ASSURANCES**

Provide requested signatures in the Assurances section (pages 24-26). These pages may not be altered in any way.

FORMAT: PDF

### ☐ **DOCUMENTATION OF VOTE – FOR CONVERSIONS ONLY**

Complete the form on page 27.

FORMAT: PDF



## PART I. PETITION NARRATIVE

### 1.1 Organization Information

Designate one individual as the primary point of contact for official communications. This individual must be available to promptly communicate with the local authorizer and the OCSC during the petition cycle and during post-approval activities. This information is subject to disclosure pursuant to the Georgia Open Records Act; therefore, you may wish to avoid the use of personal telephone numbers and email addresses.

Primary Contact Name: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Primary Contact Relation to Board (e.g., Board Chair, School Leader): \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Primary Contact Address: \_\_\_\_\_

Non-Profit Board Chairperson (if different from above): \_\_\_\_\_

Will the school partner with a Management Organization? YES ☐ NO ☐

Management Organization Name (if applicable): \_\_\_\_\_

Management Organization Contact Name (if applicable): \_\_\_\_\_

Management Organization Email (if applicable): \_\_\_\_\_

### 1.2 Executive Summary

Petition Type: Start-Up ☐ New Conversion ☐

Proposed Charter School Name: \_\_\_\_\_

Name of the Georgia Nonprofit Corporation that would hold the charter: \_\_\_\_\_

Proposed Opening Date: \_\_\_\_\_

Requested Grade Band(s): \_\_\_\_\_

Local system in which the charter school will be physically located: \_\_\_\_\_

Prospective School Address: \_\_\_\_\_

Does the school plan to submit a concurrent petition to the State Charter Schools Commission (SCSC)?

YES ☐ NO ☐



## Enrollment

1. For each year of the proposed charter term, indicate the number of students the charter school plans to serve. Schools must utilize a grade configuration that will provide the local authorizer with objective, valid, and reliable data regarding student achievement for each year of the school's charter contract in accordance with the Local Comprehensive Performance Framework (LCPF). Practically, this means that schools must enroll students who will participate in scored state assessments during Year 1.

Please enter a "0" if the school will not serve a grade during a given year.

|        | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|--------|---|---|---|---|---|---|---|---|---|---|----|----|----|-------|
| Year 1 |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
| Year 2 |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
| Year 3 |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
| Year 4 |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
| Year 5 |   |   |   |   |   |   |   |   |   |   |    |    |    |       |

2. If the charter school plans to grow more than 1 grade each year, please provide a brief rationale for this growth model. **Word Limit: 250**
3. Rank each enrollment priority the charter school plans to utilize in accordance with Georgia law (O.C.G.A. § 20-2-2066(a)(1)). If the charter school will not use a specific enrollment priority, you should insert "N/A." Each enrollment priority should have a unique number (e.g., you may not rank two priorities using a 1).

| O.C.G.A. § 20-2-2066(a)(1) Enrollment Priorities                                                                                                                                                                                                                                                                                  | Ranking |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| A sibling of a student enrolled in the start-up charter school.                                                                                                                                                                                                                                                                   |         |
| A sibling of a student enrolled in another local school designated in the charter contract<br>(School Name: <input type="text"/> ).                                                                                                                                                                                               |         |
| A student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or other employee at the charter school.                                                                                                                                                     |         |
| Students matriculating from a local school designated in the charter contract<br>(School Name: <input type="text"/> ).                                                                                                                                                                                                            |         |
| Children who matriculate from a pre-kindergarten program which is associated with the school, including, but not limited to, programs which share common facilities or campuses with the school or programs which have established a partnership or cooperative efforts with the school.<br>(Program Name: <input type="text"/> ) |         |

4. List the local schools that will feed into the charter school. Please also list the schools into which the charter school's students will feed. **Word Limit: 250**
5. Indicate whether the school will utilize a weighted lottery to provide an increased chance of admission for educationally disadvantaged students as defined in State Board Rule 160-4-9-



.04(o) and pursuant to O.C.G.A. § 20-2-2066(a)(1), State Board Rule 160-4-9-.05, and OCSC guidance. **Word Limit: 250**

## **Mission & School Features**

6. State the charter school's mission and why this initiative is meaningful or important to your group. **Word Limit: 250**
7. Describe the defining features of the school, including a brief description of the school's academic program. **Word Limit: 250**
8. Describe how the charter school will increase student achievement through academic and organizational innovation. In your response, describe how your school will implement the broad flexibility from laws, rules, and regulations, as permitted by O.C.G.A. § 20-2-2065(a). **Word Limit: 250**

## **1.3 Academics**

### **Academic Program**

9. Describe the school's education model, focusing on the overall approach to learning and teaching in the school (e.g. STEM, Arts-Infused, Dual-Language, College Prep). **Word Limit: 750**
10. Describe the instructional methods the school will use (ex. Project-based, blended, differentiation, mastery learning) and any distinct or unique educational practices (ex. Looping, multi-grade classrooms, year-round school calendar) that will support the school's education model. **Word Limit: 750**
11. How do the model and instructional methods serve the needs of your intended community and student population? **Word Limit: 750**
12. Provide references to relevant research, theories or experience to support the success of the proposed model and instructional methods. If the model is new and research is unavailable, describe the reasoning behind the model. **Word Limit: 750**
13. Describe the focus of your curricula and address the following questions:
  - (a) Will the curricula be developed in-house or purchased from a vendor? (ex. Singapore Math, Edgenuity & Compass, etc.)? If applicable, detail the school's plan to develop in-house curriculum.
  - (b) How will you independently ensure alignment of all curricula to the Georgia Standards of Excellence?**Word Limit: 750**
14. Using the table below, list the curricula the school intends to use for each grade in the requested grade band.



| Subject                  | Grades | Primary Curriculum | Supplemental Curriculum (Optional) | Research, reports or similar support for the curriculum |
|--------------------------|--------|--------------------|------------------------------------|---------------------------------------------------------|
| ELA                      |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
| Math                     |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
| Science                  |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
| Social Studies           |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
| Other Classes (Optional) |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |
|                          |        |                    |                                    |                                                         |

15. Will a third party\* (universities, non-profits, community partners) be involved in the delivery of a curriculum to students, either directly or indirectly? If so, please describe how they will be involved and disclose any conflicts of interest with governing board members. **Word Limit: 750**

\*Excluding any relationship with an Educational Service Provider (ESP) or local school district.

### Assessments

16. Describe how the school will obtain and use student baseline and iterative performance data to drive or tailor instructional improvements throughout the year to increase student achievement. Identify the systems (e.g., SLDS, SIS, etc.) and assessments (e.g., mandatory summative state assessments, formative progress monitoring, interim/benchmark assessments, teacher-created rubrics, etc.) the school will use. **Word Limit: 750**
17. Explain how the charter school will coordinate with the local school system to participate in statewide assessments. **Word Limit: 250**

### Instructional Staff

18. Describe the anticipated teacher-to-student ratios and the rationale for choosing these ratios. **Word Limit: 500**



19. Describe the school's plan to recruit, hire, train, and retain teachers qualified to implement the school's model with fidelity. Include details for Year 1 of operation, as well as long-term staffing strategies. **Word Limit: 750**
20. Will the school require Georgia Professional Standards Commission certification? If not, describe what training and experience will be required and the procedure for determining whether a teacher has demonstrated competency in the subject area(s) in which he/she will teach. **Word Limit: 300**
21. Explain how the school will provide competitive teacher compensation. In your response, address the following questions:
- (a) Will the school use the state salary schedule or another schedule to determine teacher salaries?
  - (b) How did the school determine projected salaries for instructional staff, as presented in the budget template? Describe any research, benchmarks, or assumptions used.
  - (c) Will the school participate in the State Health Benefit Plan pursuant to O.C.G.A. §§ 20-2-880 and 20-2-910? If not, describe how the school will obtain and provide health benefits to eligible employees.
- Word Limit: 750**

### **Special Programs & Requirements**

22. Describe how the charter school intends to meet the needs of students identified as gifted and talented. Include in your description any diagnostic methods that will be used to identify and assess these students. **(500-word max)**

*Answer the following questions if the school plans to serve grades 8-12:*

23. Describe how the school will pursue accreditation from an approved accrediting agency identified in O.C.G.A. § 20-3-519(6)(A)(i). **Word Limit: 250**
24. Describe how the school will determine that a student has satisfied the requirements for high school graduation per SBOE Rule 160-4-2-.48. **Word Limit: 250**
25. Describe how the school will ensure students are college and career-ready, including how the school will incorporate dual enrollment, Move on When Ready, and AP and IB coursework (as applicable). **Word Limit: 250**

*Answer the following questions if the school plans to offer exclusive or hybrid virtual learning:*

26. How will the school monitor student engagement in a virtual environment? In your response, explain the role of parents/guardians in the school's virtual model. **Word Limit: 500**
27. How will the school ensure the integrity and authenticity of student work product and assessment scores? Describe intervention procedures for students who fail to engage or fail to provide authentic work product or assessment. **Word Limit: 500**



28. How will students access the virtual learning environment? In your response, describe what equipment and services the school will provide for students and how the school will continue to deliver instruction when equipment, software, or connectivity is impaired. **Word Limit: 500**

## 1.4 Community Need, Demand, & Engagement

29. How have parents, members of the community, and other stakeholders contributed to the development of the school's vision and design to ensure it best serves the intended student population? Please provide specific examples. **Word Limit: 750**
30. Why did the school choose to serve the school district/community selected? In your response, include data to support the community's need for the proposed program. **Word Limit: 500**
31. How did the school determine the projected enrollment targets listed in this petition? Reference data, methodology, calculations, or other factors used. **Word Limit: 750**
32. Describe evidence of community demand to support the school's projected enrollment, particularly from parents of school-aged children eligible to enroll in your school. Examples of such evidence include letters of support, signed petitions, town hall meetings, waitlists for nearby schools, population data of school-aged children in the proposed attendance zone, and/or other data that demonstrates a strong likelihood the charter school will achieve and maintain its enrollment projections. **Word Limit: 500**
33. Outline the school's recruitment plan. In your response, explain how recruitment efforts will comply with open enrollment requirements (O.C.G.A. § 20-2-133). **Word Limit: 750**
34. Does the school have any business arrangements or partnerships with existing schools, educational programs, businesses, or nonprofit organizations? If so, please describe how they will be involved, any conflicts of interest with governing board members or other school staff, and attach an agreement describing the nature of the relationship (Exhibit #10). **Word Limit: 500**

## Evidence of Community Engagement

35. Complete the template below and attach evidence of community interest in your school to demonstrate the need for the proposed program and substantiate projected enrollment targets. Evidence may include, but is not limited to, letters of support, pre-enrollment forms, signed petitions, and sign-in sheets from town hall meetings.

**Use the template to summarize the evidence and attach documentation as Exhibit #11 to support each engagement activity.** The evidence must be current, clearly labeled, and include the geographic location of interested stakeholders.

| Type of Engagement (e.g., Meetings, Pre-Registration, Intent to Enroll) | Date(s) of Engagement (mm/dd/yy) | Types of Stakeholder(s) (e.g., parents, educators, students, community) | # of Stakeholders | Location of the Engagement | Additional Relevant Details | Stakeholder Feedback & Any Action Taken by Applicant in Response |
|-------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------|-------------------|----------------------------|-----------------------------|------------------------------------------------------------------|
|-------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------|-------------------|----------------------------|-----------------------------|------------------------------------------------------------------|



|         | Forms, Letters of Support, Other) |  | leaders, general public) |  |  |  |  |
|---------|-----------------------------------|--|--------------------------|--|--|--|--|
| Event 1 |                                   |  |                          |  |  |  |  |
| Event 2 |                                   |  |                          |  |  |  |  |
| Event 3 |                                   |  |                          |  |  |  |  |
| Event 4 |                                   |  |                          |  |  |  |  |
| Event 5 |                                   |  |                          |  |  |  |  |

## 1.5 Governance

36. Provide information about the governing board's composition using the template below. For each board member, include their name, role, the expertise they bring to the board, and their relevant qualifications and/or background.

| Full Name | Role on the Governing Board<br>(e.g., Board Chair, Treasurer, Committee Chair, Board Member) | Skillset/Expertise Contributed to Board Governance<br>(e.g., academic, finance, legal, oversight) | Qualifications and/or Professional Background<br>(e.g., a description of a member's career in law, background in community organizing, or perspective as a parent in the community) |
|-----------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |
|           |                                                                                              |                                                                                                   |                                                                                                                                                                                     |

37. Identify any gaps in the board's experience related to school governance and explain how you intend to fill these gaps. **Word Limit: 500**
38. Respond to each of the following questions:
- (a) What due diligence was completed to assess the current members' suitability to serve on a charter school governing board (e.g., conflict of interest, background checks, credit checks for board treasurers, etc.)?
  - (b) How will the board ensure that future members avoid conflicts of interest?
- Word Limit: 500**



39. Describe the board's structure, including any leadership positions, committees/subcommittees, and the frequency of board meetings. In your response, describe how this structure will facilitate strong oversight of the school's academic performance, operations, and finances. **Word Limit: 500**
40. Outline the governing board's policymaking process, including how it will develop, adopt, and revise school policies. **Word Limit: 500**
41. Describe how the charter school's governing board will work collaboratively with the local school district and the Local Board of Education. **Word Limit: 500**
42. Explain how parents, members of the community, and other stakeholders will be involved in the governance of the school. **Word Limit: 300**
43. Describe the board's governance training plan, including any training board members have already received. **Word Limit: 300**
44. Discuss the board's plan to transition from a founding board to an operational board. In your response, address how board member roles and responsibilities may shift, as well as any anticipated changes in board composition or size. **Word Limit: 500**
45. Describe how your board will manage member turnover once operational. In your response, describe any anticipated practices related to recruitment and succession planning. **Word Limit: 500**

## **1.6 Operations**

### **Staffing**

46. Has the school identified a proposed school leader? If so, describe how this individual's background and experience qualify them to:
  - (a) Successfully lead the implementation of the school's innovative academic model; and
  - (b) Effectively navigate the unique operational demands of charter school management.**Word Limit: 500**
47. Has the school identified legal counsel? Explain how this individual currently supports or will support the school's governance and legal compliance obligations. If the school has not identified legal counsel, outline any future plans to do so. **Word Limit: 300**

### **Policies & Procedures**

48. Describe the school's rules and procedures concerning student discipline and student dismissal, including code of conduct and student due process procedures. **Word Limit: 250**
49. How will the school and governing board address grievances and complaints from students, parents, and teachers? **Word Limit: 250**



50. Describe the school's process for collecting and reporting student data. In your response, explain how the school will ensure data accuracy and coordinate with the local district to complete reporting. Additionally, identify the staff member(s) responsible for managing and overseeing these tasks, and outline the qualifications required for those roles. **Word Limit: 500**

## Facility Plans

Please note that petitions containing comprehensive and robust facility information will be evaluated more favorably than petitions containing scant information or general promises to work with a vendor upon approval.

51. Provide basic information about the school's identified facility options. At a minimum, include a primary facility option and a contingency facility option. For each facility, provide the following details:
- (a) The location of the facility;
  - (b) Whether the facility is new or existing;
  - (c) Current commitments, such as contingent leases or MOUs from the current facility owner. To the extent that such commitments have not been finalized, describe the steps the school is taking to pursue and finalize such agreements to meet the deadlines established by the OCSC Pre-Opening Checklist.

**Word Limit: 750**

52. For each identified facility, describe the school's plan to prepare the building for use. Your response should demonstrate an understanding of and ability to meet the facility benchmarks in the Locally-Approved Charter Pre-Opening Checklist.\* Your implementation plan should be specific and include:
- (a) Whether the facility requires any modifications to utilize the space for educational purposes and/or to meet health and safety standards. If modifications are needed, detail the scope of renovations and identify the funding source that will cover these costs.\*\*
  - (b) Describe the school's safety plan. In your response, address how the school will prepare and implement this plan in accordance with O.C.G.A. § 20-2-1185.
  - (c) Describe the actions the charter school will take to obtain a Certificate of Occupancy (CO) prior to students occupying the proposed facility. Include the latest possible date by which the Certificate must be obtained.
  - (d) Describe the steps you have or will take to complete the Department of Education's [facilities review process](#).

\*The [FY27 Locally-Approved Charter Pre-Opening Checklist](#) is linked as a reference. Please note that pre-opening checklist requirements and due dates may be adjusted for the FY28 pre-opening year; if approved in the current application cycle, start-up schools would adhere to the FY28 Pre-Opening Checklist.

\*\* Expenses for modifications must be included in the school's proposed budget.

**Word Limit: 750**

## Other Services

53. Does the charter school have any agreements with other local schools or school systems for services that will be provided to the charter school, including for the charter school students'?



participation in extracurricular activities such as interscholastic sports and clubs? Please note that a “yes” response will require you to attach a copy of any such agreement (Exhibit #12).

**Word Limit: 500**

54. Discuss whether the school will provide transportation services. If yes, briefly describe the transportation program. If transportation services are not provided, describe how this will not be a barrier to eligible students from attending the school. **Word Limit: 500**
55. Discuss whether the school will provide food services (including participation in federal school meals programs). If so, briefly describe the proposed food services program. If food services will not be provided, describe how this will not be a barrier to eligible students from attending the school. **Word Limit: 500**

## **1.7 ESP Addendum**

Complete the following section if the charter school intends to contract, or has contracted for, the services of an Educational Services Provider (ESP).

An Educational Service Provider is defined as a nonprofit or for-profit organization that contracts with charter schools to provide multiple educational, operational, or comprehensive management services, including, but not limited to, curriculum design, instructional resources, professional development, financial and operational management, facilities management, or any combination thereof.

56. Briefly describe the range of services the Educational Service Provider (ESP) or charter partner will provide for the charter school and explain how this arrangement will be in the best educational and financial interests of the charter school. **Word Limit: 500**
57. Describe the ESP’s participation in the drafting and/or submission of this charter application. **Word Limit: 500**

### **ESP Agreement**

58. Identify the governing board/school’s legal counsel by name, firm name (if applicable), physical address, and email address. If the school has not employed legal counsel, please explain the board’s process for negotiating the proposed ESP agreement (Exhibit #17). **Word Limit: 500**
59. Identify legal counsel for the ESP by name, firm name (if applicable), physical address, and telephone number. **Word Limit: 250**

### **Due Diligence**

60. Identify all ESPs the board considered in the process of identifying an ESP and explain why the ESP was selected. If no other ESPs were considered, please explain why. **Word Limit: 500**
61. If the ESP manages or operates other schools (including private, charter, or traditional), provide a list of all such schools along with the states in which they are located. **Word Limit: 500**
62. Answer each of the following questions:



- (a) How long has the Educational Service Provider (ESP) been in business? If the ESP has operated under any prior or alternative names, provide all such names and indicate the length of time the ESP operated under each.
- (b) Identify all owners of the ESP.
- (c) Indicate the type or form of the ESP entity (i.e., for-profit corporation, non-profit corporation, limited liability company, etc.) and in what state the entity is incorporated.
- (d) List the ESP's affiliation or associations with any other ESP or entity that provides one or more of the following educational services: curriculum design, instructional resources, professional development, financial and operational management, facilities management, or any combination thereof.

**Word Limit: 750**

63. Answer each of the following questions:

- (a) Have other schools terminated or failed to renew agreements with the ESP? If so, list the schools by name and state of operation.
- (b) Describe any closures or non-renewals of schools that partnered with the ESP for services.
- (c) Has the ESP been a party to administrative or civil actions arising out of its performance as an ESP or its ESP agreements? If so, list the style of any such administrative or civil action, including the names of all parties involved, and state in which the action was brought.

**Word Limit: 750**

64. Identify the ESP's primary banking institution. **Word Limit: 250**

65. If the board reviewed documentation to determine the financial health of the ESP, please describe the financial data reviewed, the data source(s) utilized, the board's determination regarding the ESP's financial health, and the basis for the determination. If the board did not review data or information regarding the ESP's financial health, please explain why.

**Word Limit: 750**

66. If the ESP manages or operates other schools, did the governing board review financial performance data for those schools? If so:

- (a) Who provided the data for the board's review (e.g., was it submitted by the ESP, independently collected by the board, or publicly available)?
- (b) What did the data show regarding academic performance?
- (c) If any data reflected unfavorable performance, explain why the governing board selected the ESP despite those results.

**Word Limit: 750**

67. If the ESP manages or operates other schools, did the governing board review academic performance data for those schools? If so:

- (a) Who provided the data for the board's review (e.g., was it submitted by the ESP, independently collected by the board, or publicly available)?
- (b) What did the data show regarding academic performance?
- (c) If any data reflected unfavorable performance, explain why the governing board selected the ESP despite those results.

**Word Limit: 750**



68. Answer each of the following questions:

- (a) Do any of the board members (or their immediate family members) have direct or indirect ownership, employment, contractual, management, or financial interests in the ESP?
- (b) Are there any existing or potential conflicts of interest with governing board members or other school staff regarding the proposed ESP relationship? If so, how did (or will) the governing board evaluate potential conflicts?

Word Limit: 750

## Board Oversight

69. Answer each of the following questions:

- (a) How will the board maintain its fiduciary responsibility to monitor and evaluate the ESP's performance?
- (b) How will the governing board respond to poor performance by the ESP?

Word Limit: 750

70. Does the governing board plan to enter a loan, lease, lease-purchase, promissory note, or other financial notes or relationships with the ESP? If so, please describe these agreements. If any such agreements are expected to create an actual or perceived conflict of interest (financially or with respect to the governing board's fiduciary duties), please describe how such conflicts will be evaluated and addressed. Word Limit: 750

71. Describe the information the board considered in determining the reasonableness of the ESP's fee, including the structure of the fee arrangement. Word Limit: 750

## 1.8 Services for Special Populations

### Students with Disabilities

72. Describe how the school will provide state- and federally mandated services for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Reciting the requirements of law and rule is insufficient. Your response should include the school's specific plans to:

- (a) Evaluate and identify students with disabilities;
- (b) Develop, review and revise IEPs;
- (c) Integrate special education into the general education program;
- (d) Deliver special education and related services;
- (e) Ensure that the school facility meets the requirements of other related laws including the ADA;
- (f) Address student discipline;
- (g) Handle programming disputes involving parents;
- (h) Ensure confidentiality of special education records;
- (i) Ensure special education teachers have a bachelor's degree and are either certified in special education or hold a special education license;
- (j) Purchase any services from special education vendors or contract with your local district to provide a continuum of special education services and how this arrangement will work; and
- (k) Secure technical assistance and training.



Word Limit: 750

## English Learners

73. Describe how the school will provide state- and federally mandated services for English Learners (ELs). Reciting the requirements of law and rule is insufficient. Your response should detail:
- (a) How the school will identify and assess EL students;
  - (b) The instructional program that will be provided to EL students; and
  - (c) How the school's organizational and staffing structure will support the effective delivery of these services.

Word Limit: 750

## 1.9 Finances

74. Will the charter school utilize the local school board for fiscal management or other services? If yes, describe the level of autonomy the school will have over budgets and expenditures and/or any other area(s) for which the school has contracted with the local board to provide services.

Word Limit: 750

75. Identify the school's Chief Financial Officer (CFO) and address the following:
- (a) Describe how the CFO position will fit into the school's organizational structure, including reporting and oversight relationships; and
  - (b) If the school intends to engage a third-party financial service provider, provide details of the contractual arrangement, including the scope of services and the fee structure.

Word Limit: 750

76. Appropriate segregation of duties is often a problem when starting a charter school due to limited personnel. Describe the steps that the charter school will take to ensure the appropriate segregation of duties and promote internal financial controls. Word Limit: 750

77. Describe the school's plans for securing other sources of funding, including funding from corporations, individuals, foundations, philanthropic groups, or any other source. Please note that if your school has included other sources of funding in its budget, you will be required to attach proof of the additional revenue in the Exhibits section. Word Limit: 500

78. Describe how the school will fund planning and start-up operations prior to receiving state funding (e.g., legal setup costs, facility identification costs, initial staffing costs). Word Limit: 750

79. Explain how the school determined its "break-even" enrollment target during the budget development process. In your response, identify the specific enrollment number and describe which factors the school considered in assessing fiscal viability. Word Limit: 750

80. Budget Narrative

Provide a narrative for the proposed budget, including plans for growth and fiscal viability throughout the five-year term. Word Limit: 750



## **1.10 Local District Considerations**

Local authorizers may use the space below to include narrative questions reflective of district priorities and/or goals related to the public interest that are not captured in other sections of the evaluation rubric. Criteria in this section must align with statutory requirements applicable to charter school petition review, as provided in State Board Rule 160-4-9-.05.

**Sample Section Header**

**Sample Section Header**

**Sample Section Header**



## PART II. EXHIBITS LIST

The following Exhibits are required to complete your Charter School Petition Package. Please label the Exhibits to match the item numbers below and indicate on which page the exhibits are located. Exhibits should be as limited in size as possible.

1. **Page** \_\_ Attach a Conflict of Interest form completed by each governing board member of the nonprofit organization that will hold the charter of the proposed state charter school, as well as any individual holding administrative oversight over any aspect of school operations.
2. **Page** \_\_ Attach an official copy of the certificate of incorporation from the Georgia Secretary of State for the Georgia nonprofit corporation that will hold the charter if approved.
3. **Page** \_\_ Attach a copy of the by-laws for the nonprofit corporation.
4. **Page** \_\_ Attach a copy of any admissions (pre-lottery) application the charter school proposes to use. Pursuant to O.C.G.A. § 20-2-2066 and SBOE Rule 160-4-9-.05, the admissions application must conform to the open enrollment requirement. Therefore, admissions applications should be limited to a student's name, contact information, home address for the purpose of verifying the student's residence within the school's attendance zone, grade level, and information required for any enrollment preference, such as identifying a sibling already enrolled at the charter school. If the charter school proposes to utilize a weighted lottery for educationally disadvantaged students, the admissions application may also include questions tailored to the subgroup(s) the school will offer an increased chance of admission according to the weighted lottery guidance available on OCSC's website.
5. **Page** \_\_ Attach a copy of the policy setting annual application procedures, enrollment preferences, lottery deadlines, and any weighted lottery policies, ensuring complete transparency in its procedures.

Complete transparency shall include, at a minimum, publishing the lottery date, time, place and lottery procedures at least two weeks in advance on the school's website. The policy shall ensure that only students who reside in the proposed attendance zone are eligible to participate in the lottery. The policy shall also ensure open enrollment for each grade served for which space is available and shall maintain enrollment at the levels described in the charter and approved by the State Board of Education. A charter school, except for dual language immersion charter schools, may not adopt any policy which expressly restricts enrollment to specific grade levels within the grade span served by the school. A charter school must offer at least one annual enrollment opportunity for each grade served for which space is available.

6. **Page** \_\_ Attach a preliminary scope and sequence for either Math or ELA, covering one grade from each grade band served. The scope and sequence must: (i) include reference to each Georgia Standard of Excellence for the subject matter, and (ii) identify the curriculum and/or other instructional tool used to teach the standard.



7. **Page** \_\_ Attach agreements with third parties involved in the delivery of a curriculum to students, either directly or indirectly, excluding the ESP Agreement (**optional**).

8. **Page** \_\_ Attach the charter school's proposed annual calendar.

9. **Page** \_\_ Attach a draft of the charter school's proposed daily school schedule.

10. **Page** \_\_ Attach agreements reflecting any partnerships (**optional**).

If a petitioner intends to utilize business arrangements or partnerships with existing schools, educational programs, businesses, or nonprofit organizations, they must provide evidence of the partnership and disclose any potential conflicts of interest. For partnerships to be considered as part of the school plan, the application must Attach, at a minimum, a Letter of Intent. Each Letter of Intent should:

- Identify the proposed partner and specify their relationship to the applicant;
- Include the material terms of the partnership (e.g., what will be provided and for what duration);
- State that the agreement may be contingent upon the school's approval.

If the school program relies on a partnership, failure to provide sufficient evidence will significantly impact the application's chances for approval. Documentation that lacks specific material details will not be considered adequate.

Applicants should also provide, where possible, a detailed summary of past and present interactions with each partner, including meetings, pilot programs, and deliverables. If applicants are uncertain whether the evidence provided is sufficient, they are strongly encouraged to omit the partnership from the application. Examples of sufficient and insufficient partnership letters are included with the application materials – please use these as resources.

11. **Page** \_\_ Attach community engagement documentation.

Attach documentation to support each community engagement activity event described in the "Evidence of Community Engagement" Section. Evidence may include, but is not limited to, letters of support, pre-enrollment forms, signed petitions, and sign-in sheets from town hall meetings. The evidence must be current, clearly labeled, and include the geographic location of interested stakeholders.

12. **Page** \_\_ Attach a copy of any agreements with other local schools or school systems for services that will be provided to the charter school, including for the charter school students' participation in extracurricular activities such as interscholastic sports and clubs (**optional**).

13. **Page** \_\_ Attach résumés for each board member and all proposed school leaders.

14. **Page** \_\_ Attach an organizational chart including administrative staff, instructional staff, school leadership, governing board members, school employees, ESP involvement, and contractors.

15. **Page** \_\_ Attach a copy of any contracts, leases, deeds, or any intended contracts or leases for the charter school's facility. Petitioners may also include a letter of engagement with facility providers.



Petitions containing comprehensive and robust facility information will be evaluated more favorably than petitions containing scant information or general promises to work with a vendor upon approval.

16. **Page** \_\_ Attach documentation to support progress towards obtaining a Certificate of Occupancy (CO) and/or completing the Department of Education's facilities review process (**optional**).
17. **Page** \_\_ Attach a copy of the proposed ESP agreement. The agreement must clearly delineate the respective roles and responsibilities of the provider and the governing board in the management and operation of the charter school. Such contracts must also include the fee structure (**if applicable**).
18. **Page** \_\_ Attach a copy of a recent corporate annual report or audited financial statements for the ESP (**if applicable**).
19. **Page** \_\_ Attach the résumé for the charter school's Chief Financial Officer.
20. **Page** \_\_ FY27 OCSC Budget Template  
Complete the FY27 Budget Template provided by the Office of Charter School Compliance, following the Budget Template Directions provided. Do not use any document other than this exact template. Do not attempt to reproduce the document on a different Excel sheet.
21. **Page** \_\_ Attach documentation of additional revenue (**if applicable**).  
If the applicant indicated that the charter school already secured and identified as revenue on the budget other sources of funding, including funding from corporations, individuals, foundations, philanthropic groups, or any other source, the applicant must attach documentation providing proof of the funding. Documentation may include a bank statement, copy of a check, or something substantively similar. Competitive grant announcements, general loan information lacking specific material terms, and other similar documentation are not sufficient. If documentation cannot be provided, you must edit your previous answer and remove the additional revenue from your budget.
22. **Page** \_\_ Attach evidence to support budget expenses.  
Petitioners must attach evidence to support budget expenses. Documentation may include quotes, catalog prices, or other communications with vendors that the school reasonably relied on to determine budget expenditures.
23. **Page** \_\_ Attach a completed Locally-Approved Charter School Partners Roles and Responsibilities chart. This chart shows the balance of authority between the charter school's board and management, as well as the required independence of the charter school from the district.
24. **Page** \_\_ Attach additional information (**optional**).  
Additional information should be limited to the following:
  - a. Petition Bibliography - To the extent you cited research in the narrative portion of the petition, you may attach a copy of the bibliography. Do NOT attach copies of the research.
  - b. Short Examples of Curriculum, Lesson Plans, Assessment Plans, etc. These examples should be fewer than 5 pages and be clearly labeled.



25. **Page** \_\_ Attach the charter school's signed Governing Board Resolution approving the charter school's petition.



## PART III. ASSURANCES

### Budget Template Assurances

As a part of the start-up application, petitioners must submit a completed Budget Template. To be considered, the budget must be submitted using the FY27 OCSC Budget Template provided with this application.

To acknowledge your understanding of and adherence to the budget template requirement, this form must be signed by the school's governing board chair.

1. I acknowledge and affirm that I have used the FY27 Budget Template as downloaded from this application.
2. I acknowledge and affirm that the budget template must be completed using Excel and will not function properly with the use of other programs, such as Google Docs.
3. I acknowledge and affirm that the budget template contains 4 separate tabs, which I must complete.
4. I acknowledge and affirm that grants, including the Federal Charter School Program Implementation Grant, should not be included unless they have already been awarded to the school.
5. I acknowledge and affirm that only revenue that can be adequately assured should be included as "Additional Revenue." Although it is not necessary for revenue to be received by the school to be included in the template, the school **MUST** have written evidence that the revenue will be provided upon receipt of a charter contract.

The charter petitioner understands and has adhered to the requirements listed above.

\_\_\_\_\_  
**Governing Board Chair, Charter School**

\_\_\_\_\_  
**Date**



## Other Assurances

Charter school petitioners must make the following assurances before submitting their application. To indicate understanding and agreement with the requirements of governing a state charter school, this form must be signed by the school's governing board chair.

As the authorized representative of the applicant, I hereby certify that the information submitted in this petition for a charter for [redacted] (*name of school*) is true to the best of my knowledge and belief; I also certify that if awarded a charter:

1. The school will be subject to the control and management of the local board of the local school system in which the charter school is located, pursuant to O.C.G.A. § 20-2-2065(b)(2) and State Board of Education Rule 160-4-9-.06.
2. The school will have a written procedure for resolving conflicts between the charter school and the Local Board of Education.
3. The base per-pupil funding amount included in the charter contract is a local school system's good-faith estimate for the charter term. If approved, the school understands that this amount may fluctuate throughout the charter term based on the revenue received by the local district.
4. The school will comply with Governmental Accounting Standards Board (GASB) Statements and Interpretations, which constitute Generally Accepted Accounting Principles (GAAP) for financial reporting.
5. The school will be subject to an annual financial audit conducted by an independent Georgia licensed Certified Public Accountant, in accordance with O.C.G.A. Section 20-2-2065(b)(7), which format must comply with generally accepted government auditing standards (GAGAS).
6. The school will comply with federal monitoring and federal audits required for schools that receive federal funds.
7. The governing board is subject to and will comply with the Open Meetings Act (O.C.G.A. 50-14-1) and the Open Records Act (O.C.G.A. 50-18-70), including restrictions on teleconference meetings.
8. Governing board members will receive initial training and annual training thereafter, provided by a SBOE-approved vendor pursuant to O.C.G.A. § 20-2-2072 and State Board of Education Rule 160-4-9-.06.
9. The school will comply with the state facility requirements regarding the facility review process, site codes, facility codes, school codes, the submission of architectural plans for any new facility that the school may build or occupy during the charter term, and all other facility requirements as established by the OCSC.
10. The charter school programs, services, and activities will operate in accordance with the terms of the charter and all applicable federal, state, and local laws, rules, and regulations.



11. No programs, services, and activities offered will discriminate on the basis of race, color, creed, national or ethnic origin, gender, sexuality, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status.

This Charter School Petition, Assurance Form, and attached Exhibits were approved by the Charter School's Governing Board on the [REDACTED] day of [REDACTED], 202[REDACTED].

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**Governing Board Chair, Charter School**

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**Date**



## PART IV. DOCUMENTATION OF VOTE (CONVERSIONS ONLY)

This petition has been agreed to, by secret ballot, by a majority of the faculty or instructional staff members at a meeting called with two weeks advance notice during which time a complete petition draft was available for review.

Date of Vote \_\_\_\_\_

Total Number of Faculty and Instructional Staff \_\_\_\_\_

Number Approving \_\_\_\_\_ Percent Approving \_\_\_\_\_

Number Disapproving \_\_\_\_\_ Percent Disapproving \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

This petition has been agreed to, by secret ballot, by a majority of the parents or guardians of the students enrolled in the school who were present at a meeting called for the purpose of deciding whether to submit the petition. A student's parent(s) or guardian(s) shall collectively have one vote for each student enrolled in the school although parents of students at the school who are eligible to vote as faculty or instructional staff shall also have a single vote in the vote. Two weeks advance notice of the meeting published during which time a complete petition draft was available for review.

Date of Meeting \_\_\_\_\_

Total Number of Parents Attending Meeting \_\_\_\_\_

Number Approving \_\_\_\_\_ Percent Approving \_\_\_\_\_

Number Disapproving \_\_\_\_\_ Percent Disapproving \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date