

## **Sufficiency Review Cover Sheet Elements Required of a Petition to Establish a Charter School**

Pursuant to the public charter school rules adopted by the Idaho State Board of Education on March 10, 2005, charter school petitioners are required to submit a draft charter school petition to the Idaho State Department of Education (SDE) for the purpose of determining whether the petition complies with statutory requirements (I.C. 33-5202). This review must occur prior to the petition being submitted to an authorized chartering entity (IDAPA 08.02.04. 200.03).

**Petitioners:** Complete the Cover Page and insert identifying page numbers verifying the location of each of the required elements in the petition. Arrange the petition in the Tab and order that follows. This form will provide a checklist to ensure petitions address all required elements. This form will also assist SDE and authorized chartering entities to facilitate a review of petitions in a consistent format.

Send one (1) original and one (1) electronic copy of the completed Sufficiency Review Cover Sheet and the Charter School Petition to the attention of Michelle Clement Taylor, School Choice Coordinator, [mtaylor@sde.idaho.gov](mailto:mtaylor@sde.idaho.gov):

Michelle Clement Taylor  
School Choice Coordinator:  
State Department of Education  
P.O. Box 83720  
Boise, ID 83720-0027

After a sufficiency review has been conducted by the State Department of Education within thirty (30) days of receipt the results of the review will be returned to the petitioners. If the petition items do not meet the standard those items need to be addressed and returned to the department for review.

Once all of the petition items meet the defined standards, the next step is to submit the petition and sufficiency review findings to an authorized chartering entity for review and consideration for approval. Items that are required by the authorizers and not reviewed by the department should be revised before submitting them to the authorizer.

Completion of the sufficiency review process does not ensure approval of the charter school petition, nor does it establish that the school cannot be challenged for failure to comply with state or federal statutes, rules or regulations at some future date. The SDE does not waive its duty to enforce such laws by performing the sufficiency review.

## Cover Page

<b>Proposed Charter School Name:</b>	
<b>District Location:</b>	
<b>Proposed Physical Location:</b>	
<b>Authorized Representative:</b>	
<b>Address:</b>	
<b>Telephone:</b>	<b>E-mail:</b>
<b>Alternative Contact:</b>	
<b>Address:</b>	
<b>Telephone:</b>	<b>E-mail:</b>
<b>Proposed Opening Date:</b>	
<b>Proposed Grade Levels:</b>	
<b>Initial Enrollment Goal:</b>	
<b>Focus of School:</b>	
<b>Date Submitted for Review:</b>	
<b>Date of Review Completion:</b>	
<b>Comment:</b>	

Required Elements	Idaho Code
<b>Cover Page and Table of Contents</b>	
Cover page must include the following information: <ul style="list-style-type: none"> <li>• Name of proposed charter school;</li> <li>• School year petitioning to open;</li> <li>• Name of school district affected;</li> <li>• Where the building will be physically located;</li> <li>• Contact information for authorized representative – including name, address telephone and fax number, and email address.</li> </ul> If the school is a virtual school that must be indicated, as well as the location of the main office.	08.03.01.401.01
Page Number:	
Table of Contents – page 2 of the petition. Include accurate page numbers for tabs, subjects, and appendices.	08.03.01.401.02
Page Number:	
<b>Tab 1 – Vision, Mission, Legal Status</b>	
Executive Summary – succinct description of school concept; how success will be defined; community need and interest; motivation and collective qualification of petitioning group.	
Page Number:	
Vision and Mission Statements	08.02.04.202 08.03.01.401.03
Page Number:	
Legislative Intent – include a description of which of the intent items the school will accomplish.	33-5202
Page Number:	
<b>Tab 2 – Proposed Operations</b>	
Describe the proposed operation and potential effects of the school, including, but not limited to: <ol style="list-style-type: none"> <li>a. facilities to be utilized by the school;</li> <li>b. the manner in which administrative services of the school are to be provided;</li> <li>c. the potential civil liability effects upon the school and its chartering entity; and</li> <li>d. anticipated enrollment.</li> </ol>	33-5205(5)
Page Number:	
Explanation of legal status of the school. References to Articles of Incorporation and Bylaws – inclusion in Appendices.	33-5204(1)

Required Elements	Idaho Code
Page Number:	
Describe the proposed location of the school. Also provide the specific attendance area of the school. If the attendance area uses boundaries other than school district or county boundaries include a detailed description of the attendance area and a map showing the boundary.	33-5205(3)(j)
Page Number:	
Commitment to secure property and liability insurance. Errors and Omissions insurance is not required by statute but is recommended.	33-5204(4)
Page Number:	
<b>Tab 3 – Educational Program and School Goals</b>	
Describe what it means to be an “educated person” in the 21st century.	33-5205(3)(a) 33-1612
Page Number:	
Explain how learning best occurs.	33-5205(3)(a)
Page Number:	
Describe the school’s educational program and goals. Include how the program and goals relate and support the vision and mission.	33-5205(3)(a)
Page Number:	
Describe how the educational program goals will be measured and the related data that will be collected.	33-5205(3)(a)
Page Number:	
Describe how each of the education thoroughness standards as defined in Idaho Code Section 33-1612 shall be fulfilled.	33-5205(3)(a) 33-1612
Page Number:	
If the school will have grades 9-12, describe how the graduation requirements will align with the state requirements.	33-5205(3)(a)
Page Number:	

Required Elements	Idaho Code
Describe the manner by which special education services will be provided to students who are eligible for such services pursuant to the federal Individuals with Disabilities Education Act, to include a disciplinary procedure for such students.	33-5205(3)(r)
Page Number:	
Describe the school's plan for working with parents who have students who are dually enrolled. Include the manner by which eligible students from the public charter school shall be allowed to participate in dual enrollment in non-charter schools within the same district as the public charter school, as provided for in Idaho Code Section 33-203.	33-5205(3)(s) 33-203
Page Number:	
<b>Tab 4 – Measurable Standards, Accreditation, and Accountability</b>	
Identify measurable student educational standards (MSES) that describe the extent to which all students of the charter school will demonstrate they have attained the skills and knowledge specified as goals in the school's educational program.	33-5205(3)(b)
Page Number:	
Identify the method by which student progress is to be measured in meeting the school's student educational standards.	33-5205(3)(c)
Page Number:	
Describe how the school's students will be tested with the same standardized tests as other Idaho public school students.	33-5205(3)(d)
Page Number:	
Describe how the school will ensure that it shall be accredited as provided by rule of the Idaho State Board of Education.	33-5205(3)(e) 08.02.02.140
Page Number:	
Describe the school's plan if it is ever identified as in need of school improvement, a priority school or a focus school.	08.02.03.112 08.02.03.114
Page Number:	
<b>Tab 5 – Governance Structure, Parental Involvement, Audits</b>	
Describe the governance structure of the school, including, but not limited to, the person or entity that shall be legally accountable for the operation of the school.	33-5205(3)(f)
Page Number:	
Describe the ethical standards to which the governing board of the public school will adhere	33-5204A(2)



Required Elements	Idaho Code
Page Number:	
Include a provision that ensures all teachers and administrators will be on a written contract as approved by the state superintendent, conditioned up a valid certificate being held by such professional personnel at the time of entering upon the duties.	33-5206(4)
Page Number:	
Describe the procedures the school will follow to ensure the health and safety of students and staff.	33-5205(3)(h)
Page Number:	
Describe the school's disciplinary procedures, including the procedure by which students may be suspended, expelled and reenrolled.	33-5205(3)(l) 33-205
Page Number:	
Describe the school's policy for contacting law enforcement and student's parents, legal guardians or custodian regarding a student reasonably suspected of using or being under the influence of alcohol or a controlled substance. Include the plan for making the policy available to each student, parent, guardian or custodian.	33-210(3)
Page Number:	
<b>Tab 7 – Admissions, Discipline, Student Policies</b>	
Discuss the total enrollment of the charter school. Include the initial enrollment for the school; enrollment by grade – including the number of classes per grade; enrollment capacity; and the growth plan for the school.	33-5205(3)(k)
Page Number:	
Describe admission procedures, include a provision for over-enrollment, and equitable selection processes for the initial year, as well as subsequent years of operation.	33-5205(3)(k)
Page Number:	
Describe how waiting lists will be developed, maintained, and renewed annually.	33-5205(3)(k)
Page Number:	
Describe the public school attendance alternative for students residing within the school district who choose not to attend the public charter school. (Only applicable if the school is a conversion of an existing traditional public school.)	33-5205(3)(o)
Page Number:	
Describe the process by which citizens residing in the compact and contiguous attendance area of the charter school will be made aware of enrollment opportunities.	33-5205(3)(t)

Required Elements	Idaho Code
Page Number:	
Describe the school's plan for denial of attendance to any student who is or has been: <ul style="list-style-type: none"> <li>▪ An habitual truant,</li> <li>▪ Incurrigible,</li> <li>▪ Deemed by the board of trustees to be disruptive of school discipline or instructional effectiveness,</li> <li>▪ Detrimental to the health and safety of the other students, or</li> <li>▪ Expelled from any other school district or state.</li> </ul>	33-5205(3)(i) 33-205 33-206
Page Number:	
Include a draft student handbook that describes the school rules. Also include the procedure for ensuring a student's parent or guardian has access to the handbook. Note: The handbook should be included in the Appendices.	33-5205(3)(m)
Page Number:	
<b>Tab 8 – Business Plan, Transportation, School Lunch</b>	
A detailed business plan including: <ul style="list-style-type: none"> <li>• Business description</li> <li>• Marketing plan</li> <li>• Management plan</li> <li>• School's financial plan</li> <li>• Pre-opening plan and timeline</li> </ul> (Note: Required by authorizers – not thoroughly reviewed by department; however items noted in the review need to be addressed before submitting to the authorizer.)	08.02.04.202 08.03.01.401.10
Page Number:	
Describe the school's proposal for transportation services including first year costs. Note: The budget should reflect estimated costs.	33-5205(3)(u) 33-5208(4)
Page Number:	
Describe the school's proposal for a school lunch program, including how the eligibility determinations for free and reduced price meals will be made.	08.02.04.202 08.03.01.401.10c
Page Number:	
<b>Tab 9 – Virtual Schools and Online Programs</b>	
If the petition is for a virtual school, describe how the school meets the definition of a virtual school.	33-5202A(8)
Page Number:	
Describe the learning management system by which courses will be delivered	33-5205(4)(a)

Required Elements	Idaho Code
Page Number:	
Describe the role of the online teacher, including the consistent availability of the teacher to provide guidance around course material, methods of individualized learning in the online course and the means by which student work will be assessed	33-5205(4)(b)
Page Number:	
Describe the plan for the provision of professional development specific to the public virtual school environment.	33-5205(4)(c)
Page Number:	
Describe the means by which the students will receive appropriate teacher-to-student interaction, including timely, frequent feedback about student progress.	33-5205(4)(d)
Page Number:	
Describe the means by which the school will verify student attendance and award course credit. Attendance at public virtual schools shall focus primarily on coursework and activities that are correlated to the Idaho state thoroughness standards.	33-5205(4)(e)
Page Number:	
Describe the plan for technical support relevant to the delivery of online courses.	33-5205(4)(f)
Page Number:	
Describe the means by which the school will provide opportunity for student-to-student interaction.	33-5205(4)(g)
Page Number:	
Describe the plan for ensuring equal access to all students, including the provisions of necessary hardware, software, and internet connectivity required for participation in online coursework.	33-5205(4)(h)
Page Number:	
Describe how the school will provide services for all special education students who are located throughout the attendance area.	33-5205(3)(r)
Page Number:	
<b>Tab 10 – Business Arrangements, Community Involvement, School Closure</b>	
Describe any potential or current business arrangements or partnerships with other schools, educational programs, businesses, or nonprofit organizations. This includes curriculum, special education, transportation, food service, legal, and accounting. (Note: Required by authorizers – not thoroughly reviewed by department; however items noted in the review must be addressed if the standard is not met.)	08.03.01.401.10

Required Elements	Idaho Code
Page Number:	
Describe the school's plan for termination of the charter by the board of directors, to include: <ul style="list-style-type: none"> <li>• Identification of who is responsible for dissolution of the charter school;</li> <li>• A description of how payment to creditors will be handled;</li> <li>• A procedure for transferring all records of students with notice to parents of how to request a transfer of student records to a specific school; and</li> <li>• A procedure for transferring personnel records to the employees.</li> <li>• A plan for the disposal of the public charter school's assets, including those purchased with Federal funds.</li> </ul>	5205 (3) (v) 5206 (8)
Page Number:	
<b>Tab 11 – Professional-Technical Regional Public Charter Schools - do not complete this section if the school is not a professional-technical charter school.</b>	
If the petition is for a Professional-Technical Regional Public Charter School (PTRPCS), describe how the school meets the definition of a professional-technical regional public charter school.	33-5202A(5)
Page Number:	
Describe the school districts the PTRCS will be operating in association with; at least two are required, but they do not need to be contiguous.	33-5202A(5)
Page Number:	
Describe the plan for the following: <ul style="list-style-type: none"> <li>• contracting for services of certificated and non-certificated personnel</li> <li>• procuring the use of facilities and equipment</li> <li>• purchasing materials and equipment</li> <li>• providing transportation</li> </ul>	33-5215(b)
Page Number:	
Describe how the PTRCS shall provide assurances in state attendance reports that it has verified attendance reports, which generate ADA with it participating school districts, to make certain that the districts and the charter school do not duplicate enrollment or ADA claims.	33-5215(4)
Page Number:	
The petition must be reviewed by the Division of Professional-Technical Education before it is approved by an authorized chartering entity. Has the PTRCS made provisions for the PT Division to review the petition?	33-5215(2)
Page Number:	
<b>Appendices</b>	

Required Elements	Idaho Code
Include a copy of the Articles of Incorporation, file-stamped by Idaho Secretary of State's Office.	33-5204(1)
Page Number:	
Include a copy of the signed bylaws adopted by the board of directors of the non-profit corporation.	33-5204(1)
Page Number:	
Include copies of the Elector petition forms to establish a charters school with no fewer than 30 signatures of qualified electors of the attendance area designated in the petition and proof of elector qualifications.	33-5205(1)(a) 33-5205(3)
Page Number:	
Include documentation of application for nonprofit status.	33-5204(1)
Page Number:	
Include proof of attendance, within the last two years, at the Charter Start! 101 Workshop presented by the Idaho State Department of Education.	33-5211(3)
Page Number:	
Resumes of the directors of the nonprofit Corporation, including references (Note: Required by authorizers – not thoroughly reviewed by department.)	08.03.01.401.13
Page Number:	
Copies of any contracts or lease agreements. (Note: Required by authorizers – not reviewed by department.)	08.03.01.401.13
Page Number:	
Start-up budget with assumptions form and supporting documentation. (Note: Required by authorizers – not thoroughly reviewed by department; however items noted in the review must be addressed if the standard is not met.)	08.03.01.401.13
Page Number:	
Completed three year operating budget form – submitted in IFARMS format and format as required by authorizer. (Note: Required by authorizers – not thoroughly reviewed by department; however items noted in the review must be addressed if the standard is not met.)	08.03.01.401.13
Page Number:	
First year month-by-month cash flow form. (Note: Required by authorizers – not thoroughly reviewed by department.)	08.03.01.401.13

Required Elements	Idaho Code
Page Number:	
Pre-opening Timeline (Note: Required by authorizers – not reviewed by department.)	08.03.01.401.13
Page Number:	
Draft Student Handbook	33-5205(3)(m)
Page Number:	