

**Helpful Information to Include in Charter Application**  
**(This list is not exclusive)**

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504 Accommodations for Eligible Students
Annual Learning Gains
Appropriate Technology
Budgets - 100%, 75%, 50% of Projected Student Enrollment
Budget Footnotes
Clear Organization, Structure, in Selecting Qualified Board Members
Course Descriptions
Educational Management Company (EMO) - Contract (If Applicable)
E-Peps
Detailed Description of Reading Curriculum "Primary Focus"
Differentiated Instruction
Effort to Recruit a Diverse Student Population
Establishment of Academic Baseline Data
Evidence of Appropriate Transportation
Facility Information
Fair and Equitable Admissions Policy
Five Areas of Reading
Footnotes for the Budget
Governance - Policy for Conflict of Interest
Governance - Local Representation
Governance - Expertise of Members
Governance - Number of Members
Governance - Number of Meetings Per Year

## Important Items to Include in the Charter Application

2011-2012

	Governance - Organizational Chart
	Governance - Required Training for Members
	Governing Board Meetings - Compliance of Florida Sunshine Law
	Grading/Student Report Cards
	Graduation Requirements (if applicable)
	How Students Will be Provided Services Necessary to Attain Sunshine State Standards
	Human Resource Plan for Employees
	Implementation of Ethics Act
	Innovative Teaching Methods & Curricular Approaches
	Instruction and Special Programs for Lower Performing Students
	Instructional Methods to be Used (How it Will Enhance Student Learning)
	Insurance Coverage
	K-12 Comprehensive Reading Plan
	Local Representation on the Governing Board
	Measurement of Learning Outcomes
	Meeting the Needs of ESE Students
	Meeting the Needs of ESOL Students
	Highly Qualified Teachers
	Non-Discriminatory Practices for Student Admission
	Overview and Content of Main Subject Areas
	Physical Education Requirements (§1003.455, F.S.)
	Plans for Submitting an Annual Report
	Professional Opportunities for Teachers
	Provisions for an Independent Financial Audit
	Provisions for School Lunch and Breakfast

## Important Items to Include in the Charter Application

2011-2012

	Provisions for Transportation
	Reading as a "Primary Focus"
	School Improvement Plan
	Staff Development
	State Accountability - A++ Plan
	State Assessment
	Student PMPs (Progress Monitoring Plans)
	Student Code of Conduct
	Student Progression (Retention/Promotion)
	Technology to Improve Education and Administrative Performance
	Understanding of No Child Left Behind (NCLB)
	Use of Student Performance Data