

APPLICATION EVALUATION TOOL

Applicant Name: _____

Application Type: _____

Review Team Member Name: _____

A. Mission

1. Mission and Vision Statement _____

B. Governance Plan

1. Governing Authority _____

2. Governing Authority Conflict of Interest Policy and Training _____

3. Governing Authority Membership _____

4. Corporate Formation Documentation _____

5. Meeting Minutes (only for Replicator & Transfer Applications) _____

C. Educational Plan

1. School Information and Student Demographics _____

2. Curriculum _____

3. Targeted Assistance for At-Risk Students _____

4. Blended Learning Program (if applicable) _____

5. E-School Supplemental Plan (if applicable) _____

6. Academic Goals and Performance Standards _____

7. Academic Data (only if Replicator & Transfer Application) _____

8. Attendance (only if Replicator & Transfer Application) _____

D. Staffing Plan

1. Organizational Structure _____

2. Administration _____

3. School Staff and Professional Development _____

E. Business Plan (New Schools); Financial Records and Data (Replicator/Transferring Schools)

- 1. Initial Budget (only for New School Application) _____
- 2. Five-Year Forecast _____
- 3. Facility _____
- 4. Financial Audits (only for Replicator & Transfer Application) _____
- 5. Cash Flow (only for Replicator & Transfer Application) _____
- 6. Growth Plan (only for Replicator & Transfer Application) _____

F. Capacity to Execute Plan

- 1. Understanding of Compliance Requirements
(only for New School Application) _____
- 2. Compliance Reports
(only for Replicator & Transfer Application) _____
- 3. Existing Deficiencies and Corrective Action
(only for Replicator & Transfer Application) _____

G. Market Research

- 1. Market Research (only for New School & Replicator Application) _____
- 2. Student Recruitment and Enrollment _____