

Exhibit A

**Application Checklist – New Operator**

#	Document	Page Limit	Format	Completed
	Application Overview (including Enrollment Plan)	Use Template in <u>Exhibit B</u>	PDF and MS Excel	
	Application (including Executive Summary)	60	MS Word or PDF	
1	Applicant Group Resumes	None	MS Word or PDF	
2	Statement of Economic Interest & Conflict of Interest Form (completed by each proposed board member)	Use Template in <u>Exhibit C</u>	PDF	
3	Governance and Operational Structure	Use Template in <u>Exhibit D</u>	PDF	
4	Course Scope and Sequence	30 pages	MS Word or PDF	
5	Calendar and Schedule	10 pages	MS Word or PDF	
6	Academic and Exit Standards	15 pages	MS Word or PDF	
7	Organizational Chart	5 pages	MS Word or PDF	
8	Student Discipline Policy	10 pages	MS Word or PDF	
9	Evidence of Support from Community Partners	None	MS Word or PDF	

#	Document	Page Limit	Format	Completed
10	Need and Demand Analysis	None	MS Word or MS Excel	
11	Grievance Policy	10 pages	MS Word or PDF	
12	Governance Documents	None	MS Word or PDF	
13	Statement of Assurances (only one form required)	Use Template in <u>Exhibit E</u>	PDF	
14	Start-Up Plan	10 pages	MS Word, Excel, or PDF	
15	Insurance Estimate	None	MS Word or PDF	
16	Enrollment Policy	5 pages	MS Word or PDF	
17	Budget Projections Workbook	Use Template	MS Excel (no PDF submissions)	
18	Budget Narrative	5 pages	MS Word or PDF	
19	Existing Organizer Financials (if applicable)	None	MS Excel, Word, or PDF	
20	Entire Application (excluding items exempt from Indiana's Public Access Laws assuming prior written approval from Indiana's Public Access Counselor)	None	PDF	