

Exhibit A

**Application Checklist**

#	Document	Page Limit	Format	Completed
	Proposal Overview	Use Template in <u>Exhibit B</u>	PDF	
	Proposal (including Executive Summary)	60	MS Word or PDF	
1	Applicant Group Resumes	None	MS Word or PDF	
2	Board Member Information Form (for each governing board member)	Use Template in <u>Exhibit C</u>	PDF	
3	Education Service Provider Information	None	MS Word or PDF	
4	Governance and Operational Structure	Use Template in <u>Exhibit D</u>	PDF	
5	Network Business Plan (if applicable)	5 pages	MS Word or PDF	
6	Course Scope and Sequence	30 pages	MS Word or PDF	
7	Academic and Exit Standards	15 pages	MS Word or PDF	
8	School Calendar and Schedule	10 pages	MS Word or PDF	
9	Enrollment Policy	10 pages	MS Word or PDF	
10	Student Discipline Policy	10 pages	MS Word or PDF	
11	Evidence of Support from Community Partners	None	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	Organizational Chart	5	MS Word or PDF	
15	Projected Network Staffing (if applicable)	Use Template in <u>Exhibit F</u>	PDF	

#	Document	Page Limit	Format	Completed
16	Start-Up Plan	10 pages	MS Word, Excel, or PDF	
17	Insurance Coverage	None	MS Word or PDF	
18	Budget and Staffing Workbook	Use required template	MS Excel (no PDF submissions)	
19	Budget Narrative	5 pages	MS Word or PDF	
20	Existing Organizer Financials (if applicable)	None	MS Excel	
21	Portfolio Summary	None	MS Excel	
22	Litigation Documentation	10 pages	MS Word or PDF	
23	Entire Application	None	PDF	