

PRE-OPENING DOCUMENTATION CHECKLIST 2021-2022 School Year

SCHOOL NAME: _____

LOCATION NUMBER: _____

Please upload the following documents to **Charter-Tools** by the specified due date.

Broward County Public Schools 1st Day of Classes: August 18, 2021

FACILITY SAFETY DOCUMENTS

	Due Date
Fire Inspection	7/18/21
Health Inspection	7/18/21
Lease Agreement	7/18/21
Review by Broward County Traffic Engineering Dept.	7/18/21
Safety Inspection (see explanation of documents required attached)	7/18/21
State Mandated School Site Safety and Security Plan	7/18/21
Evidence of Environmental Testing	7/18/21
Certificate of Occupancy (to include building occupancy load amount) (15 days prior to first day of school)	8/03/21

FINAL SITE PLAN

Acreage (municipality/architect)	7/18/21
Floor Plan (include room numbers)	7/18/21

GOVERNANCE DOCUMENTS

Governing Board Contact Information	7/18/21
Governing Board/Principal Fingerprint Background Clearances	7/18/21
Certificates of Governance Training	7/18/21
FLDOE Post-Approval Applicant Training Certificates	7/18/21
Educational Management Contract (ESP only)	7/18/21
Draft of Tentative Board Meetings Dates	7/18/21

FINAL BUDGET, INSURANCE, OTHER

School's Calendar (Must follow Broward County Public Schools Calendar)	7/18/21
Required Insurance Coverage (See the charter contract)	7/18/21
Religious Symbol Verification Agreement (If applicable)	7/18/21
Updated Budget Approved by Governing Board	7/18/21
Evidence of Start Up Funds (Due 90 days prior to first day of school)	5/18/21*
Parent/Student Handbook and/or Contracts	7/18/21
Teacher/Principal Evaluation Plan or Certificate Verification of Florida Consortium of Public Charter Schools Evaluation Plan	7/18/21
Employee Compensation Plan or Florida Consortium of Public Charter Schools Salary Allocation Schedule	7/18/21
Principal and Assistant Principal Contact Information	7/18/21
School Liaison Contact Information	7/18/21
Transportation Agreement copy (If applicable)	7/18/21

*Evidence of Start Up Fund documentation will need to be emailed to katrina.jones@browardschools.com.

Please **do not** upload this document to charter-tools.