

Charter School Startup Checklist

Congratulations on initiating a California charter school! Stay organized with our checklist for a successful launch.

Research and Planning

- Identify your educational vision and mission
- Assess the educational needs of your community.
- Build a founding team with diverse expertise.

Develop a Comprehensive Charter Petition

- Articulate your educational program and instructional methods.
- Outline the governance and leadership structure.
- Prepare a detailed budget and operational plan
- Create a marketing and outreach strategy.

Identify an Authorizing Entity

- Research and select a suitable authorizing body.
- Understand the application process and requirements.

Prepare and Submit the Charter Petition

- Ensure your charter petition is complete and well-documented.
- Review the submission guidelines of the chosen authorizer.
- Address any feedback or concerns during the review process.

Await Charter Approval

- Be patient during the authorization review.
- Stay open to making necessary revisions as per feedback.

Establish the Charter School

- Recruit and hire qualified staff and educators.
- Secure appropriate facilities and learning resources.
- Implement your curriculum and academic plan.

Marketing and Enrollment

- Promote your charter school to attract students and families.
- Engage with the community through events and outreach.

Legal and Compliance

- Ensure you meet all legal and regulatory requirements.
- Comply with reporting and accountability measures.

Professional Development

- Provide ongoing training and support for staff and teachers.
- Encourage continuous learning and growth.

Monitor and Evaluate

- Regularly assess student progress and academic performance.
- Seek feedback from stakeholders and make improvements accordingly.

Foster Community Partnerships

- Build strong relationships with parents, community leaders, and organizations.
- Collaborate to enhance the learning experience.



For support in charter petition development and setup, reach out to CSMC info@csmci.com to schedule a complimentary consultation.