

# Statewide Virtual Charter School Board

Oklahoma State Department of Education

Virtual Charter Application Checklist

Virtual Charter Applicant

Reviewed by \_\_\_\_\_

Submission Date \_\_\_\_\_

Public Presentation Date \_\_\_\_\_

Review date \_\_\_\_\_

Board Decision Date \_\_\_\_\_

Item/Question	Satisfactory	Unsatisfactory
<b>Mission &amp; Organizational Structure</b>		
1. Mission Statement		
2. Description of Organizational structure		
3. Description of governing body		
4. Financial plan for first three (3) years of operation		
5. Description of personnel with financial responsibility		
6. Description of hiring policy		
7. Name of applicant		
8. Description of facility		
9. Description of grades being served		
10. <b>Technology Capacity</b> —How would you describe your “Learning Management System?” What are the limitations of your LMS, and how will this affect your enrollment capacity? In the event of outages or complications with your LMS, what are the protocols designed to address those issues? How will you inform students and families of those protocols?		
11. <b>System Accessibility</b> —Do you anticipate any Service Level Agreements (SLA)? If so, how would you describe your SLAs for system accessibility? If not, how will you ensure system accessibility? How would you describe your methods for securing and monitoring access to sensitive and confidential information?		
12. How would you describe your anticipated student-to-teacher ratios?		
<b>Measurement &amp; Accountability</b>		
13. Outline of criteria designed to measure effectiveness of school		
14. <b>Promotion</b> —How would you describe the criteria for promotion of students from one grade or course to the next?		
15. <b>Assessment</b> —As a virtual school, how will you assess your students’ achievement? Where will you test students for the state assessments, and what are the detailed logistics for transporting children to that location? How will you ensure safety protocols during this testing time? How would you describe your formative assessments? How would you describe your “Response to Intervention” plan?		
16. <b>Enrollment</b> —How would you describe the procedures for enrolling students? Will you run a lottery system? What space limitations do you anticipate?		
17. <b>Attendance</b> —How do you anticipate recording attendance? How would you describe measuring students’ attendance?		
<b>Community Engagement</b>		
18. Demonstration of support from residents		
19. Completed Charter School Training		
20. <b>Parent Education &amp; Engagement</b> —How will you ensure the inclusion and involvement of parents in your school? How will you measure parent involvement? How will you orient parents to your education format?		
<b>Student Services</b>		
21. <b>Special Education</b> —How would you describe your continuum of services for students with disabilities? How will you ensure that students with disabilities maintain access to general education curriculum? How will you ensure compliance with IEPs?		
22. <b>Course Delivery</b> —How and when will students, teachers and staff interact with one another? Will courses be synchronous, asynchronous, or a combination of both? How would you describe the technology resources required of the students? How would you describe your plan for ensuring student access to those technology resources? What provisions will you make for students with inadequate technology resources?		
23. How would you describe your compliance with <a href="#">70 O.S. § 3-136 (A)(1)</a> ?		