New York State Education Department

Opening Procedures Checklist for Newr

Acknowledgements

Much of the information provided in this Opening Procedures Checklist was derived from exemplar materials created by charter school authorizers and other supporting organizations that are nationally recognized for their policies and procedures aimed at increasing the number of high quality charter schools. The Board of Regents and the New York State Education Department wish to acknowledge and thank the following organizations for their contributions and assistance in creating this Opening Procedures Checklist.

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Please note the following distinctions for headers used on the Checklist spreadsheet:

Column Header	Definition	Recommended	Required	Guidance
Task #	Tasks are assigned specific labels for sorting and filtering purposes.			X
Category	Tasks are organized into categories or overarching components within a school model.			X
Task Description	Action oriented tasks to be completed by schools.	X	X	
Notes	Technical assistance and guidance to provide context for tasks and support schools in implementing recommended or required opening procedures. £ = action oriented tasks, J = technical assistance oriented tasks	X	X	X
Formal Charter School Board Approval Required	Tasks that necessitate charter school board approval.	X	X	
Due Date	Date by which all recommended and required tasks should/must be completed. Only those that are clearly marked "Yes" in 'Submit to SED' column are required for SED review and consideration. All others are recommended as best practice.	X	X	

Submit to SED'   All **SED required tasks considered Prior**

Notices/Submissions to SED

Please note that school requests, notices, demands, or submissions to SED can be delivered by hand, overnight courier, email, or facsimile by the respective due dates listed in the Checklist. If mailing via prepaid registered or certified mail, documents must be mailed to SED within five days prior to the due date referenced in the Checklist. This is