New Community School Sequence of Activities

Note: This list provides a sample of activities for developers to consider in establishing a new school. However, the list may not include other tasks required by a sponsor organization. Please work with the sponsor organization to be aware of all school development requirements.

New school developers finalize conceptual design of proposed school.
Developers conduct needs and interest assessments and evaluate data To determine if there is a need for the proposed school.
Meet with and establish a relationship with an authorized sponsor by sharing your vision for a new community school and your capacity to develop a successful school. A copy of a Preliminary Agreement must be provided to the Office of Community Schools within seven calendar days.
Work with sponsor to finalize a contract adoption, which must occur **by March 15**. Please note that in the past, a Preliminary Agreement (PA) could serve in a dual role as a formal contract "adoption." This is no longer the case.
Obtain an Employer Identification Number (EIN) from the IRS by establishing a non-profit corporation or Public Benefits corporation (see form 1702).
Request an Internal Retrieval Number (IRN) by submitting an original W-9, Vendor Information Form (VIF), OEDS-R Administrator Form, a signed Preliminary Agreement or an adopted or executed contract to the Office of Community Schools. [*Sponsor Initiates Request and Submits Information to ODE*]
Trustees of the non-profit recruit and select any additional members needed for the school's Governing Authority (GA) or board.
Public Charter School Program (PCSP) grant. Notice will be provided about any future opportunity to apply for a PCSP grant. The same prerequisites of a PA or contract would apply.
Governing authority begins to develop required policies for the new school.
Secure the location for the proposed school.
Work with the sponsor to finalize a school contract that contains detailed educational, financial, assessment and accountability and governance plans
In conjunction with the sponsor, submit the executed contract to the Office of Community Schools for legal compliance review within 10 days of its signing. Contracts must be executed by May 15 of the year in which the school intends to open. [*Sponsor Completes Contract Checklist and Submits to ODE*]. The sponsor notifies OCS within 24 hours of the signing of the contract.

Market the school to parents and prospective students.
Apply for Phase I Federal Grant funds if such funds are currently available.
Identify and select an Information Technology Center (ITC) that will support the data reporting needs and requirements of the school.
Work with your ITC or contract with a provider to establish an SSID account with IBM.
Create and/or maintain the following accounts that are necessary for the operational phase of the school's development: SAFE OEDS-R * SOES * FLICS* EMAD* * Maintain Data
Apply for access to the School Options Enrollment System (SOES).
Focus on final preparations for school opening, including the completion of all necessary permits and inspections required by health and safety agencies.
Make arrangements for your sponsor to conduct a final site visit based in part on all necessary permits being in place and municipal and county inspections completed.
Request that your sponsor submit an Opening and Annual Sponsor Assurances Form to the Office of Community Schools verifying that the school is ready to open no later than 10 days prior to the school's opening date.
Open on date agreed upon with the sponsor (September 30 is the last day school may open as provided by law, with the exception of schools serving a dropout recovery population in grades 9-12; these schools may open later in the school year, but within 12 months of the contract's signing).