

2026 Charter Renewal Application Required Element Checklist

<u>Application Element</u>	<u>Required Criteria Verification</u>	<u>Reference</u>
Attachment A Organizational Chart	☐ Clear line of authority from the superintendent to the board	
	☐ Designation of distinct leadership positions (position titles, not names)	
Attachment B1 Admission and Enrollment Policy	☐ Board approved Admissions and Enrollment Policy	19 TAC §100.1211(c)
	☐ Non-discrimination statement present	19 TAC §100.1207(d)(1)
	☐ Clearly defined eligibility for admission	
	☐ Discipline Policy Exemptions	TEC §12.111(a)(5)(A) 19 TAC §100.1207(d)(2)
	☐ Clearly defined open enrollment period	TEC §12.117(a)(1)
	☐ Clearly defined lottery procedures	19 TAC §100.1207(a)(2)
	☐ Clearly defined waitlist procedures	TEC §12.1173
	☐ Reenrollment policy	
	☐ Exemption from lottery, if offered, for siblings, founders, and employees	19 TAC §100.1207(b)
	☐ Application submitted outside open enrollment period	
	☐ Provision for required documents	TEC §25.001 TEC §12.104(b)
	☐ Enrollment verification procedures	TEC §25.001 TEC §12.104(b)(3)
	☐ Provisions for homeless students (McKinney-Vento Act)	
	☐ Provision for military dependents	TEC §25.005 TEC Title 4, Chapter 162
	☐ Provisions for student name discrepancies	TEC §25.002(3)(b)
	☐ Provisions for students with food allergies	TEC §38.0151
Attachment B2A Admission Application	☐ Admission Application [if different from the TEA Charter Student Application for Admission (CSAA)] that meets CSAA requirements	
Attachment B2B Enrollment Application	☐ Enrollment Application is present	
	☐ Enrollment Application is separate from the admission application	
	☐ Enrollment Application is aligned with the admission and enrollment policy	

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Attachment C Student Code of Conduct and Student Discipline Policies (if separate from Student Code of Conduct)	☐ Student Code of Conduct is posted on charter website as a separate link or included in the student/parent handbook ☐ Verify that provisions are present in the Student Code of Conduct or discipline policy for the following: __ Discrimination, harassment, and retaliation __ Bullying __ Student alcohol and drug use __ Tobacco use and possession __ Prohibited organizations and hazing __ Dress code __ Appropriate use of school property __ Personal electronic devices __ Student rights and responsibilities __ Grievance/complaint process __ Discipline interrogations and searches ☐ Student Code of Conduct also includes: __ Standards for student behavior __ Specified disciplinary infractions __ Consequences for disciplinary infractions __ Criteria for discretionary expulsion __ Criteria for mandatory expulsion __ Due process procedures for discretionary and mandatory expulsions	TEC §12.131(a)
Attachment D Safety and Security Policies and MEOP aligned to TEC §37.108	☐ Multihazard Emergency Operations Plan (MEOP) is present	
Attachment E Fee Collection Policies and Procedures	☐ Fee policy is present Authorized fees align with TEC §11.158(A) Unallowable fees align with TEC §11.158(B)	TEC §11.158(a) TEC §11.158(b)
Attachment F Verification of Charter School Information	☐ Verification is signed and corrections are made, if necessary	

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Attachment G1 – Special Education Assurances	☐ Signature present Special Education policies are attached	
Attachment G2 – Bilingual ESL Assurances	☐ Signature present Bilingual ESL policies are attached	
Attachment G3 – Section 504 Assurances	☐ Signature present Section 504 policies are attached	
Attachment G4 – Dyslexia Assurances	☐ Signature present Dyslexia policies are attached	
Attachment H – Certificate of Acknowledgment	☐ Name, title, signature, and date are present	

Questions? Reach out to your portfolio coordinator

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