

2027 Charter Renewal Application Checklist

Application Element	Required Criteria Verification	Reference
Attachment A: Organizational Chart	☐ Clear line of authority from the superintendent to the board	19 TAC §100.1113(c)
	☐ Designation of distinct leadership positions (position titles, not names)	TEC §12.111(a)(7)(A)
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	TEC §12.117(a) 19 TAC §100.1207(d)
	☐ 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 and other enrollment procedures	19 TAC §100.1207(a)(2)
	☐ Clearly defined waitlist procedures	TEC §12.1173(d)
	☐ Publicly accessible Re-enrollment policy	19 TAC §100.1207(a)(1)(B)
	☐ Exemption from lottery, if offered, for siblings, founders, and employees	19 TAC §100.1207(b)
	☐ Application submitted outside open enrollment period	TEC §12.117(a)(2) 19 TAC §100.1207(a)(2)
	☐ 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 TEC §104(b)(3)(K)
Attachment B2 Part A: Admission Application	☐ Admission Application [if different from the TEA Charter Student Application for Admission (CSAA), must meet CSAA requirements]	19 TAC §100.1207
Attachment B2 Part B: Enrollment Application	☐ Enrollment Application is present	19 TAC §100.1207
	☐ Enrollment Application is separate from the admission application	
	☐ Enrollment Application is aligned with the admission and enrollment policy	19 TAC §100.1207

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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 and included in the student/parent handbook ☐ Verify that provisions for the following are present in the Student Code of Conduct or Discipline Policy: • 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: 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 TEC §12.108
Attachment E: Verification of Charter School Information	☐ Verification is signed and corrections are made, if necessary. <i>(Non-expansion amendment requests may be required if records are not accurate)</i>	
Attachment F1: Special Education Assurances	☐ Signature present Special Education policies are attached	
Attachment F2: Bilingual/ESL Assurances	☐ Signature present Bilingual ESL policies are attached	
Attachment F3: Section 504 Assurances	☐ Signature present Section 504 policies are attached	

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Attachment F4: Dyslexia Assurances	☐ Signature present Dyslexia policies are attached	
Attachment G: Safety and Security Policies and Multi- hazard Emergency Operations Plan Assurance	☐ Signature present TxSSC confirmation of completion document is attached	TEC §37.108
Attachment H: Certificate of Acknowledgment	☐ Name, title, signature, and date are present	

Need Help?

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