

## New Charter School Affidavit

This document provides instructions and forms to submit a new charter school affidavit (affidavit) to the Minnesota Department of Education (MDE) prior to the creation of a new charter school by an approved authorizer. The request is submitted by an approved authorizer on behalf of a developing charter school. Affidavit requests are based on statutory requirements and are evaluated against the terms and conditions set forth in the commissioner-approved authorizer application and quality of materials submitted. An authorizer may also submit a *revised* affidavit in state fiscal year 2014 (SFY 2014) for a developing or new charter school (in its first three years of operation) that wishes to gain official recognition of its prekindergarten or preschool instructional program.

### **Minnesota Statutes, section 124D.10, Subdivision 4(b):**

*Before the operators may establish and operate a school, the authorizer must file an affidavit with the commissioner stating its intent to charter a school. An authorizer must file a separate affidavit for each school it intends to charter. The affidavit must state the terms and conditions under which the authorizer would charter a school and how the authorizer intends to oversee the fiscal and student performance of the charter school and to comply with the terms of the written contract between the authorizer and the charter school board of directors under Subdivision 6. The commissioner must approve or disapprove the authorizer's affidavit within 60 business days of receipt of the affidavit. If the commissioner disapproves the affidavit, the commissioner shall notify the authorizer of the deficiencies in the affidavit and the authorizer then has 20 business days to address the deficiencies. If the authorizer does not address deficiencies to the commissioner's satisfaction, the commissioner's disapproval is final. Failure to obtain commissioner approval precludes an authorizer from chartering the school that is the subject of this affidavit.*

### **Please Note:**

- An eligible organization must be currently approved to authorize charter schools prior to submitting an affidavit to MDE (per Minn. Stat. § 124D.10, Subd. 3(c)).
- An approved authorizer must first review and evaluate the new school's application according to Minnesota Statutes, section 124D.10, Subdivision 3(d)(3) and the process articulated in the commissioner-approved authorizer application prior to submitting an affidavit to MDE.
- An approved authorizer of a developing or new charter school (in its first three years of operation) that desires to offer a prekindergarten or preschool instructional program to serve children between three years of age to kindergarten entry and gain official recognition by MDE as providing instruction for children younger than five years of age pursuant to Minnesota Statutes, section 124D.10, Subdivision 8(f) must submit a *revised* new school affidavit that includes the school's plan to offer the prekindergarten or preschool instructional program and the authorizer's plans to oversee the program. **Revised new school affidavits will only be accepted in SFY 2014 and will not be an option after June 30, 2014.**

### **Instructions:**

The authorizer must address the requirements contained below to submit a new charter school affidavit to MDE (per Minn. Stat. § 124D.10, Subd. 4(b)). Revised affidavits should reflect updated information for all Parts, as applicable, to address the new charter school's prekindergarten or preschool instructional program.

**NOTE:** *Tips are provided based on previously successful affidavits. Instructions provided in the tips are not specifically required by statute, but are designed to ensure a comprehensive affidavit response.*

## **Part A – Submission Eligibility & Affidavit Forms**

Proof of meeting eligibility criteria must be submitted as part of the affidavit and eligibility criteria must be met *before* an affidavit will be reviewed. Provide all requested information.

- I. Complete the New Charter School Affidavit Cover Sheet (Form 1).
- II. Complete the Authorizer Eligibility Certification (Form 2) and include attachments if applicable.
- III. Complete the School Founders Contact Information (Form 3).
- IV. Complete the Authorizer Assurance and Certification (Form 4).
- V. Complete the School Assurance and Certification (Form 5).
- VI. Notice to School District: Attach a copy of the notification letter(s) the charter school developer or authorizer sent to the school district(s) in which the new charter school proposes to locate.  
TIP: Applicants are encouraged to notify a school district at least 14 business days before an affidavit is submitted.

## **Part B – Terms and Conditions of the New School**

- I. Executive Summary: Present “...the terms and conditions under which the authorizer would charter a school...” pursuant to Minnesota Statutes, section 124D.10, Subdivision 4(b):
  - TIP: Provide an executive summary (up to two single-spaced pages) that includes:
    - A compelling need for the new school;  
TIP: Helpful documentation of compelling need includes evidence of support from current or prospective families, enrollment statistics from nearby public schools, etc.
    - The school’s broadly inclusive mission and vision statements;
    - Statutory purpose(s) the school will address (must specify that the proposed school’s primary purpose is to improve pupil learning and student achievement per Minnesota Statutes, section 124D.10, Subdivision 1(a));
    - Grade levels and total number of students to be served;
    - Intended location and facility address, if identified;
    - Targeted opening date;
    - Statement of the school’s educational philosophy and instructional approach; and
    - How the school plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area.  
TIP: In order to support the need for the school and identify plans to improve student achievement and exceed the academic performance of existing public schools, some data about the current performance of existing schools in the area should be provided.
- II. Student Performance Expectations: Present the accountability goals for the new school (i.e., specific academic and nonacademic outcomes per Minnesota Statutes, section 124D.10, Subdivision 6(3)). Please limit your response to two single-spaced pages.
  - TIP: One or more accountability goals should clearly address the primary purpose to improve pupil learning and student achievement per Minnesota Statutes, section 124D.10, Subdivision 1(a).
  - TIP: Each goal should be presented as a specific goal with a single type of measure, that may or may not include annual indicators of success.

- TIP: Accountability goals should include measurable performance indicators (e.g., quantifiable targets) for the pre-operational and operational periods **under the initial charter contract**.
- TIP: Ensure that the accountability goals presented match the academic performance indicators that are included as measures for school success within the approved authorizer application (i.e., parts B.II and E.I should be aligned).
- TIP: MDE encourages the use of a “SMART” goal format to present accountability goals. [For information regarding SMART goals, visit the Q Comp page of MDE’s website.](#)

## Part C – Authorizer Capacity

*Minnesota Statutes, section 124D.10, Subdivision 3(d)(2). Please limit this part to two single-spaced pages.*

- I. Explain how the approval of this new school is consistent with the “Capacity and Infrastructure” section of your approved authorizer application.
  - TIP: Discuss how the addition of this new school is consistent with the “Capacity & Infrastructure” section of your approved authorizer application (including the number, size and type of schools noted in your portfolio).
  - TIP: Clearly identify the authorizer liaison and other individual(s) who will oversee the new school and indicate the amount of personnel time dedicated to the oversight of this new school.
  - TIP: Explain the need for any changes in the capacity or structure of your organization if the new school is approved.

## Part D – Authorizer’s Review Process

*Minnesota Statutes, section 124D.10, Subdivision 3(d)(3). Please limit this part to five single-spaced pages.*

- I. Consistent with the commissioner-approved authorizer application, describe the application and review process used to determine approval of *this* new charter school application.
  - TIP: Provide a summary of *review data* including quantitative results (e.g., scores, ratings, rankings) and qualitative results (e.g., evaluative comments, interview feedback, strengths and weaknesses) generated by the authorizer’s review process (one- to two-page summary of results or a copy of review summary already generated by the authorizer). Indicate how any identified weaknesses were specifically addressed during the review process.
  - TIP: Provide a one-page summary of *review process activities* conducted by the authorizer (e.g., review activities, timeline/key dates, names of reviewers, involvement of organizational leadership in process, final action). Include specific page number citation(s) from the commissioner-approved authorizer application to demonstrate the new school application was reviewed consistent with approved plans.
  - TIP: Provide a one-page *analysis of the review process results that justifies approval* of the new school, including the qualifications of school founders/developers and how they were thoroughly vetted to verify a track record of success. Describe how any weaknesses identified during the review process were specifically addressed.

## Part E – Oversight and Compliance

*(Please limit this part to five single-spaced pages.)*

- I. Oversight of Performance: Present "...how the authorizer intends to oversee the fiscal and student performance of the charter school..." that is consistent with the commissioner-approved authorizer application and Minnesota Statutes, section 124D.10, Subdivision 4(b).
  - TIP: Oversight plans should clearly reflect how performance under the primary purpose to improve pupil learning and student achievement per Minnesota Statutes, section 124D.10, Subdivision 1(a) will be evaluated.
  - TIP: Oversight plans should include a description of the types of performance data to be collected, when data will be collected, and how data will be analyzed against performance indicators (identified in Part B.II above) for the pre-operational and operational periods under the initial charter contract.
  - TIP: If applicable, performance oversight of the school's prekindergarten or preschool instructional program should be specifically addressed.
  
- II. Compliance: Present "...how the authorizer intends...to comply with the terms of the written contract between the authorizer and the charter school board of directors..." that is consistent with the commissioner-approved authorizer application and Minnesota Statutes, section 124D.10, Subdivision 4(b).
  - TIP: Compliance plans should address the pre-operational and operational periods under the initial charter contract.
  - TIP: If applicable, compliance of the school's prekindergarten or preschool instructional program should be specifically addressed.

## **Part F (OPTIONAL) – Early Learning Programs (Prekindergarten and Preschool Instructional Programs)**

An authorizer of a new charter school (not yet chartered) that desires for the charter school to offer a prekindergarten or preschool instructional program to serve children between three years of age to kindergarten entry, and gain official recognition by MDE as providing instruction for children younger than five years of age pursuant to Minnesota Statutes, section 124D.10, Subdivision 8(f), must complete this section of the affidavit.

An authorizer of a developing or new charter school (in its first three years of operation) that desires to offer an officially recognized prekindergarten or preschool instructional program must submit a *revised* affidavit to MDE that addresses this section. **This option is only available until June 30, 2014.**

Official recognition will provide an opportunity to access available state and federal resources to provide high-quality early learning programs. The affidavit/revised affidavit must present the school's plans to address the following elements:

- I. Comprehensive Child Assessment: Assess each child's cognitive skills with a comprehensive child assessment instrument when the child enters and again before the child leaves the program to inform program planning and promote kindergarten readiness.
  - TIP: Describe the assessment process used to measure individual child progress in all the prekindergarten and preschool instructional classes that includes the use of a standardized child assessment instrument, such as *High Scope Child Observation Record (COR)*, *Teaching Strategies Gold* or *Work Sampling System*. To measure child progress, the assessment must be used at program entrance and program exit. At a minimum, the comprehensive assessment should measure children's progress in the domains of language and literacy and mathematical thinking. Other domains may include approaches to learning, general cognitive

development, physical and motor development, social and emotional development, creativity and the arts.

- II. Intentional Instructional Practice: Provide intentional instructional practice aligned with the state early childhood learning standards and kindergarten standards that is based on early childhood research and professional practice focused on children's cognitive, social, emotional, and physical skills and development and prepares children for the transition to kindergarten, including early literacy skills.
  - TIP: Describe how program content and intentional instructional practices are aligned with the [Early Childhood Indicators of Progress: Minnesota's Early Learning Standards \(ECIPs\) available on the MDE website](#) and include a very brief description of the curriculum used in the early learning program, such as High Scope Preschool Curriculum or Opening the World of Learning (OWL). Indicate how the *Early Childhood Indicators of Progress: Minnesota's Early Learning Standards (ECIPs)* are incorporated into the program. Provide an overview of instructional practice to support children's early literacy skills development.
- III. Kindergarten Transition: Coordinate appropriate kindergarten transition with parents and kindergarten teachers.
  - TIP: Briefly describe the program plan for transition to kindergarten that includes meaningful coordination and planning with kindergarten teachers, and engages families in a variety of ways to support children's learning and successful transition to kindergarten.
- IV. Coordinate with Relevant Community-Based Services.
  - TIP: Coordination may include referrals to community programs based on child needs, such as local public health, social services, mental health services, or other early learning or child care programs. Provide a brief description of how the program coordinates with community organizations.
- V. Staff Ratios and Licensure: Ensure staff-child ratios of one-to-ten and maximum group size of 20 children with the staff being supervised by a licensed early childhood teacher.
  - TIP: Briefly describe how the prekindergarten or preschool instructional program is provided and how ratios and group size are provided to ensure a high-quality early learning program. For each prekindergarten and preschool instructional class, describe staff licensure and other credentials, as appropriate.
- VI. Teacher Content Knowledge: Have teachers knowledgeable in early childhood curriculum content, assessment, and instruction.
  - TIP: Describe licensed staff training on early learning curriculum and/or assessment that has been completed in the past five years.
- VII. Early Childhood Screening: Ensure participating children have completed health and developmental screening within 90 days of program enrollment under Minnesota Statutes section 121A.16 to 121A.19.
  - TIP: Provide a description of how participating children receive health and developmental screening through a traditional school district or comparable screening from health care provider (such as a Child and Teen Checkups). It is not necessary for the charter school to provide the health and developmental screening, but must describe how children receive the comprehensive health and developmental screening to identify possible problems that may interfere with children's learning.

## Submission Instructions:

- Affidavits may be submitted to MDE anytime. MDE respectfully requests that authorizers submit affidavits no later than October 1<sup>st</sup> of the year prior to the school's first year of operation to allow for the review process and to ensure a sufficient pre-operational development period before the new school begins serving students. However, this late timeline does not provide optimal funding opportunities.
- The commissioner has 60 business days to review and comment on the affidavit per Minnesota Statutes, section 124D.10, Subdivision 4(b).
- The authorizer has 20 business days to address, to the commissioner's satisfaction, any deficiencies in the initial affidavit per Minnesota Statutes, section 124D.10, Subdivision 4(b).
- The commissioner's approval or disapproval of an affidavit is final.
- Page numbers should be included throughout the submission. Identify and sequence materials **in order** according to the outline above.
- When completing forms, type requested information into grey form fields **before** printing. Double-check to make sure all required signatures are present and visible.
- Assurance and Certification forms (Forms 4 and 5) need to be signed and dated by appropriate parties before being scanned with other elements.
- Submit only complete affidavits; incomplete submissions will not be reviewed.
- Affidavits must be submitted electronically; hard copies will not be reviewed.
- Scan all elements **as one PDF** and email the PDF submission to MDE (as a single attachment) to: [marsha.davis-busch@state.mn.us](mailto:marsha.davis-busch@state.mn.us).
- MDE will confirm receipt of an affidavit within two business days. Please contact Marsha Davis-Busch at (651) 582-8297 if a confirmation is not received within two days of submission.

## NEED ASSISTANCE?

Please email or call Marsha with questions. If submitting questions via email, reference "New Charter School Affidavit" in the subject line of your message.

## New Charter School Affidavit Cover Sheet – Form 1

Check One:

Initial Affidavit

Revised Affidavit to add Early Learning Program (must be submitted  
**no later than June 30, 2014**)

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

<b>Name of Primary School Contact</b>	<b>New School Contact Information</b> (Mailing address, phone number and email address)
<b>Authorizer Liaison's Name</b>	<b>Authorizer Information</b> (Mailing address, phone number and email address)
<b>Proposed Opening Date</b>	<b>Where will the School be Located?</b> (If applicable, list all available addresses of potential sites being considered)
<p><b>Is this new charter school a conversion of an existing district public school (Minn. Stat. § 124D.10, Subd. 5)?</b> If “yes”, attach a separate sheet with an explanation.</p> <p><i>A conversion request is considered only with evidence of a petition from at least 60% of a school's full-time teachers seeking conversion and approved public school district (authorizer) board meeting minutes recognizing the petition.</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Will this new charter school include an Early Learning Program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, check all that apply below. Must complete Part F of the new charter school affidavit Instructions.)</p> <p><input type="checkbox"/> Early Childhood Health and Developmental Screening (Part F does not need to be completed if only Screening will be provided.)</p> <p><input type="checkbox"/> Preschool instructional program (not prekindergarten) for children ages 3-5 years Anticipated size of preschool instructional program: _____ (enter estimated number of children to be served annually)</p> <p><input type="checkbox"/> Prekindergarten instructional program for four-year-olds to prepare children for entry into kindergarten the following year  Anticipated size of pre-kindergarten instructional program: _____ (enter estimated number of children to be served annually)</p>	
<p>Is this new charter school planning to incorporate <b>online, digital, or blended learning?</b> If yes, an additional application and approval from MDE may be required. Contact <a href="mailto:Deborah.Proctor@state.mn.us">Deborah.Proctor@state.mn.us</a> for more information.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Is this new charter school planning to incorporate <b>project-based learning</b> ? If yes, an additional application may be required – contact <a href="mailto:Mary.Barrie@state.mn.us">Mary.Barrie@state.mn.us</a> for more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this new charter school planning to incorporate <b>work-based learning</b> ? If yes, an additional application may be required – contact <a href="mailto:Al.Hauge@state.mn.us">Al.Hauge@state.mn.us</a> for more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Grade Levels School will Serve when Fully Enrolled (elementary and/or secondary grades)</b>	<b>Number of Students School will Serve when Fully Enrolled (elementary and/or secondary grades)</b>

Complete the following table to identify the number of students expected to attend the school each year by grade level in the following table (elementary and/or secondary students only). Add additional rows if it will take more than five years to reach full enrollment.

<b>Year of Operation</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>Total</b>
<b>One</b>														
<b>Two</b>														
<b>Three</b>														
<b>Four</b>														
<b>Five</b>														

## New Charter School Affidavit Authorizer Eligibility Certification – Form 2

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

**Check the appropriate box (Minn. Stat § 124D.10, Subd 3(b)):**

- Independent school district school board, intermediate school district board, or education district organized under Minnesota Statutes, sections 123A.15 to 123A.19.
- Charitable organization under section 501(c)(3) of the Internal Revenue Code of 1986 (exclusions apply; see Minn. Stat § 124D.10, Subd 3(b) for complete information.)  
**Include the following documentation immediately after this form; clearly label each attachment:**  
**Attachment A:** Documentation of the authorizer's *current* status under section 501(c)(3) of the Internal Revenue Code of 1986. TIP: Search the [IRS website](#), print results screen with date.  
**Attachment B:** Documentation to evidence the authorizer's *current* membership with the [Minnesota Council of Nonprofits](#) or the [Minnesota Council on Foundations](#) (membership must be active when the affidavit is submitted).  
**Attachment C:** Documentation of the authorizer's "active" registration with the Office of the Minnesota Attorney General when the affidavit is submitted to MDE. TIP: Search the [Attorney General's website](#), print results screen with date.  
**Attachment D:** Documentation to evidence the organization has been incorporated in the state of Minnesota and has been operating continuously for at least five years from the date of affidavit submission. TIP: Search the [Minnesota Business & Lien System](#) on the Minnesota Secretary of State's website, print results screen with date.  
**Attachment E:** Documentation to verify the organization does not operate a charter school. TIP: Include a signed letter, on organizational letterhead, to verify this requirement.
- Institution of higher education; check the authorizer category the organization meets:
- Minnesota private college that grants two- or four-year degrees and is registered with the Minnesota Office of Higher Education under Minnesota Statutes, section 136A;
  - Minnesota private college that grants two- or four-year degrees and is registered with the Minnesota Office of Higher Education under Minnesota Statutes, section 136A;
  - Community college, state university, or technical college, governed by the Board of Trustees of the Minnesota State Colleges and Universities; or
  - The University of Minnesota.
- Single-Purpose Authorizer – Charitable, nonsectarian organization formed under section 501(c)(3) of the Internal Revenue Code and incorporated in the state of Minnesota whose sole purpose is to charter schools.  
**Also include the following documentation immediately after this form; clearly label each attachment:**  
**Attachment A:** Documentation of the authorizer's *current* status under section 501(c)(3) of the Internal Revenue Code of 1986. TIP: Search the [IRS website](#), print results screen with date.  
**Attachment B:** Documentation of the authorizer's "active" registration with the Office of the Minnesota Attorney General when the affidavit is submitted to MDE. TIP: Search the [Attorney General's website](#), print results screen with date.

## New Charter School Affidavit School Founders Contact Information – Form 3

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

Provide information for individuals directly and significantly involved in the development of this new charter school (e.g., founders, board members and developers). <sup>1</sup>				
Name	Phone Number	Email Address	New School Board Member (check if board member or intending to serve as a board member) <sup>2</sup>	Minnesota Teacher License File Folder & Expiration Date (if applicable) <sup>3</sup>
			<input type="checkbox"/>	

<sup>1</sup> Include only **primary** school founders and developers on this list; please do **not** include persons merely consulted in the development of the new school or the authorizer liaison on this list.

<sup>2</sup> Minnesota Statutes, section 124D.10, Subdivision 4d stipulates that: *A charter school board of directors must be composed of at least five members who are not related parties.*

<sup>3</sup> Minnesota Statutes, section 124D.10, Subdivision 4(a) stipulates that: *An authorizer...may charter a licensed teacher under section 122A.18, Subdivision 1, or a group of individuals that includes one or more licensed teachers under section 122A.18, Subdivision 1, to operate a school subject to the commissioner's approval of the authorizer's affidavit under paragraph (b).*

## New Charter School Affidavit Authorizer Assurance and Certification – Form 4

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

**Pursuant to Minnesota Statutes, section 124D.10, the authorizer assures the commissioner of education that the authorizing organization will:** (initial each line)

\_\_\_\_\_ Ensure that the charter school’s primary purpose is to improve pupil learning and student achievement per Minnesota Statutes, section 124D.10, Subdivision 1(a).

\_\_\_\_\_ Monitor the charter school’s compliance with all applicable federal, state and local laws, ordinances, rules, regulations and provisions governing the operation of a charter school in Minnesota should the new school affidavit be approved by the commissioner of the Minnesota Department of Education.

\_\_\_\_\_ Arrange a contract with the school that meets the provisions of Minnesota Statutes, section 124D.10, Subdivisions 6 and 15(c), including defining “the rights and responsibilities of the charter school for governing its educational program, controlling its funds, and making school management decisions.”

\_\_\_\_\_ Abide by its “process to be used for providing ongoing oversight of the school consistent with the contract expectations that assures that the schools chartered are complying with both the provisions of applicable law and rules, and with the contract” from the organization’s commissioner-approved authorizer application.

\_\_\_\_\_ Follow its “process for making decisions regarding the renewal or termination of the charter school based on evidence that demonstrates the academic, organizational, and financial competency of the school, including its success in increasing student achievement and meeting the goals of the charter school agreement” from the organization’s commissioner-approved authorizer application.

\_\_\_\_\_ In June of the year prior to opening, along with the school’s official enrollment projections, complete and submit to the commissioner of the Minnesota Department of Education the Assurances for Authorizers relating to leases with sectarian organizations and other matters regarding the accommodation of religion in public schools.

\_\_\_\_\_ *(Only if affidavit includes an Early Learning Program)* Provide oversight to preschool and/or prekindergarten instruction and early childhood health and developmental screening as determined by the commissioner of the Minnesota Department of Education, and ensure that the charter contract is amended to include all early learning programs offered by the charter school.

**Certification:** I hereby assure and agree to fully comply with the above assurances and all applicable federal, state and local laws, ordinances, rules, regulations and provisions governing the authorization of a charter school and will submit documents and certifications as required of approved authorizers in Minnesota.

### Authorizer’s Identified Official with Authority

*(Name, title and signature of person with legal authority to certify on behalf of the authorizer.)*

Name:	Title:
Signature:	Date:

## New Charter School Affidavit School Assurance and Certification – Form 5

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

**Pursuant to Minnesota Statutes, section 124D.10, the charter school assures the commissioner of education that the charter school will:** (initial each line)

\_\_\_\_\_ Ensure that the charter school’s primary purpose is to improve pupil learning and student achievement per Minnesota Statutes, section 124D.10, Subdivision 1(a).

\_\_\_\_\_ Comply with all applicable federal, state and local laws, ordinances, rules, regulations and provisions governing the operation of a charter school in Minnesota should the new school affidavit be approved by the commissioner of the Minnesota Department of Education. If approved, the applicant will operate the new charter school according to the terms and conditions of this affidavit and the charter contract with the school’s authorizer.

\_\_\_\_\_ In June of the year prior to opening, along with the school’s official enrollment projections, complete and submit to the commissioner of the Minnesota Department of Education (along with the amended charter contract) the Assurances for Charter Schools relating to leases with sectarian organizations and other matters regarding the accommodation of religion in public schools.

\_\_\_\_\_ *(Only if affidavit includes an Early Learning Program)* By July 15 of each year, provide a year-end report to the MDE Division of Early Learning Services specifically addressing the provision of preschool and/or prekindergarten instruction and early childhood health and developmental screening as determined by the commissioner of the Minnesota Department of Education.

**Certification:** I hereby assure and agree to fully comply with the above assurances and all applicable federal, state and local laws, ordinances, rules, regulations and provisions governing the operation of a charter school and will submit documents and certifications as required of charter schools in Minnesota.

### School’s Identified Official with Authority

*(Provide the name, title and signature of person with legal authority to certify on behalf of the new school, usually the board chair or lead developer most likely to become board chair.)*

Name:	Title:
Signature:	Date:

## New Charter School Affidavit – Review Rubric

<b>Authorizer:</b>		<b>Charter School:</b>		<b>Date Affidavit Received:</b>		<b>Review Completed:</b>	
--------------------	--	------------------------	--	---------------------------------	--	--------------------------	--

Required Elements Submitted?				Promising Practice The authorizer's fulfillment of this element meets "Satisfactory" criteria and demonstrates a promising practice of high-quality authorizing.	Satisfactory The documentation evidences compliance with state law and the authorizer's fulfillment of their commissioner-approved plan.	Unsatisfactory The documentation does not evidence compliance with state law and/or the authorizer's fulfillment of their commissioner-approved plan.
<b>Part A – Submission Eligibility &amp; Affidavit Forms</b>		<b>Yes</b>	<b>No</b>	<b>Rating</b>		
<b>A. I</b>	Cover Sheet–Form 1			n/a	n/a	n/a
<b>A. II</b>	Authorizer Eligibility Certification – Form 2			n/a	n/a	n/a
<b>A. III</b>	School Founders Contact Information–Form 3			n/a	n/a	n/a
<b>A. IV</b>	Authorizer Assurance and Certification–Form 4			n/a	n/a	n/a
<b>A. V</b>	School Assurance and Certification–Form 5			n/a	n/a	n/a
<b>A. VI</b>	Notice to School District			n/a	n/a	n/a
<b>Part B– Terms and Conditions</b>		<b>Yes</b>	<b>No</b>	<b>Rating</b>		
<b>B. I</b>	Executive Summary					
<b>B. II</b>	Student Performance Expectations					
<b>Part C – Authorizer Capacity</b>		<b>Yes</b>	<b>No</b>	<b>Rating</b>		
<b>C. I</b>	Capacity & Infrastructure					
<b>Part D – Authorizer's Review Process</b>		<b>Yes</b>	<b>No</b>	<b>Rating</b>		
<b>D. I</b>	Review Data, Activities & Analysis					
<b>Part E – Oversight and Compliance</b>		<b>Yes</b>	<b>No</b>	<b>Rating</b>		
<b>E. I</b>	Oversight of Performance					
<b>E. II</b>	Compliance					
				<b>Satisfactory</b> The documentation evidences compliance with criteria guidance for a high-quality early learning program providing prekindergarten and/or preschool instruction.	<b>Unsatisfactory</b> The documentation does not evidence compliance with criteria guidance for a high-quality early learning program providing prekindergarten and/or preschool instruction.	
<b>Part F (OPTIONAL) – Early Childhood Programs</b>		<b>Yes</b>	<b>No</b>	<b>Rating</b>		
<b>F. I</b>	Comprehensive Child Assessment					
<b>F. II</b>	Intentional Instructional Practice					
<b>F. III</b>	Kindergarten Transition					
<b>F. IV</b>	Coordinate with Community-Based Services					
<b>F. V</b>	Staff Ratios and Licensure					
<b>F. VI</b>	Teacher Content Knowledge					
<b>F. VII</b>	Early Childhood Screening					