



## Renewal Site Visit Checklist

School: \_\_\_\_\_

Date: \_\_\_\_\_

Focus of School: \_\_\_\_\_

### Renewal Documentation Evaluation

\*Items are not verified by site visit reviewers. They are only checked for presence for Committee review.

#### Academic Program

Ref.	Documentation	Comment*
1A	At least one standardized evaluation tool.	
1A	<b>Disaggregated data that addresses:</b> Gender Socio economic Minority populations	
1A	Plan to address overall academic performance weakness (if identified)	
1A	Academic performance plans for specific sub-groups relevant to weakness(es)	
1A	Explanation demonstrating reasonable progress for identified weakness(es)	
1A	Promotion/Graduation data	
1B	Grade level performance data demonstrating at or above grade level	
1B	Data of students' longitudinal progress	

#### Organizational Viability

Ref.	Documentation	Comment
2A	Concise financial narrative	
2A	Address negative audit findings and/or budget deficits in a fiscal year	
2A	Future major expenditures as well as academic benefit(s) of said expenditures	

2B	Enrollment history over term of charter	
2B	Documentation/explanation for demand and/or turnover	
2B	Plan to address minority enrollment overall and by grade level, if warranted	
2C	Teacher performance evaluation procedures	
2C	Demonstrate effective response to complaints	
2D	Faculty certification/NCLB	
2D	Evidence that staff has met or made significant progress relative to school performance goals of school's accountability plan.	
2D	Address evidence of ongoing staff training and teacher retention	
2D	Plan to address teacher retention and training in the upcoming renewal charter period	

### Charter Alignment

Ref.	Documentation	Comment
3A	Restatement of school's measurable performance objectives	
3A	Concise evidence of reasonable progress for each of these objectives	
3A	Major programmatic elements as described in the charter and extent to which each has been successfully implemented.	
3B	<b>Special Education</b> Staffing Students receiving services Student withdrawal and reason Overview of services and compliance State program review audits Complaints filed against the school with regard to ESE and their findings Proposed expansion or program modification, if applicable Future plans for ESE students	
3B	<b>Limited English Proficiency</b> Summaries of home language survey data Summaries of English language assessment Number of students assessed Number found to be limited English proficient	

3B	<b>Student Learning Time</b> School calendar summary How high school graduation requirements met Remediation opportunities Summary of learning extension activities and planned expansion/changes	
3B	<b>State Testing Requirements</b> Number students tested for FCAT Number students tested for SAT/10 Description of testing accommodations/number of students Alternative assessment – number of students and type of assessment, if applicable	
3B	<b>Student Discipline</b> In school suspension data Out of school suspension data Transportation suspensions Categories/descriptions of these suspensions	
3B	<b>Health and Safety</b> Fire Inspection Health Inspection Certificate of Occupancy Disciplinary actions taken in regard to controlled substances, violence, weapons Number complaints regarding allegations of harassment or discrimination	
3B	<b>Legal</b> Pending and threatened legal actions Estimated potential exposure	
3B	<b>Miscellaneous</b> School technology plan Copyrighted material and software license compliance Student record confidentiality and subpoenas response procedures Code of Conduct Anti-discrimination protocol for both students and staff	

## Projections

Ref.	Documentation	Comment
4A	Strengths learned during first year	
4A	Weaknesses learned during first year	
4A	Suggestions to Charter based on experiences	
4B	Attach Renewal Accountability Plan	
4C	Communication of program elements	
4D	Facility location	
4D	Commitment to continued health and safety compliance	
4E	Attach projected budget for requested length of term and comprehensive Business Plan for requests for long-term contract	

## Required Attachments

Ref.	Documentation	Comment
3A	Accountability Plan Progress Report Provides performance data for each objective for each year States objective is met or not met for each year Provided explanation for all objectives not met in any given year Provided a plan of action for all objectives not met in any given year	
4B	Renewal Accountability Plan	
4E	Projected Budget for requested contract term	
4E	Business Plan for long-term requests	

## Independent Review