Tennessee Public Charter School Commission

Charter School Pre-Opening Checklist

New Operator

22-23 School Year

Tennessee Nature Academy

Introduction

After a charter school application is approved and authorized, there are a significant number of steps to be taken before a school is ready to open its doors to students, families, teachers, and the community. This will serve as a guiding document for charter schools that have been authorized by the Tennessee Public Charter School Commission (Charter Commission). Operators are expected to fulfill all of the requirements outlined in the following table to ensure that the charter school opens with the tools in place to succeed as a high-quality school.

The Charter Commission staff will work with the charter school to complete the pre-opening checklist, but it is the ultimate responsibility of the charter school to ensure it has completed all steps to be ready to open. We understand that opening a school takes a significant amount of time and energy, and the failure to complete one item does not mean that the school will not open. However, deliverables that are in **bold text** are considered foundational items that must be completed for a school to open. If any of the **bolded deliverables** are not completed or if a significant number of other items are not completed by the deadlines set by the Charter Commission, the school's opening may be delayed.

All items will be uploaded to a Microsoft Teams channel, shared between the school and TPCSC staff. The Teams channel will contain folders corresponding with each month of submissions. When uploading documents, please use the following naming conventions to streamline the review process: "School Name_Pre-Opening_Section Name_Item Name"

(For example: "School Name_Pre-Opening_Governance & Management_Federal Programs Compliance Contact")

The Charter Commission staff will conduct a pre-opening visit to verify that the school is ready to open its doors to students. A school may not open until it has received a letter from the Charter Commission stating that it has completed the necessary items on the Pre-Opening Checklist, and the school is ready to open for students, families, and staff.

<u>If a charter school does not complete all of the items on the Pre-Opening Checklist by December 31st of the year it opens, the school's charter will be recommended for immediate revocation</u>.

TENNESSEE
PUBLIC CHARTER SCHOOL COMMISSION

Governance & Management					
Item	**Deliverable**	**Due Date**	**Owner**	**Comments**	**Completed**
Name of contact for pre-opening checklist	Submit name, title, and contact information of individual overseeing the pre-opening checklist. Include within this contact information list.	January 15			
Name main contact for reporting calendar/general compliance.	Submit name, title, and contact information of reporting calendar and general compliance. Include within this contact information list.	March 1			
Name main contact for federal programs compliance.	Submit name, title, and contact information of federal programs contact. If same contact at the reporting calendar/general compliance, please note it. Include within this contact information list.	March 1			
Establish the Governing Board.	Submit list of the current members of the Governing Body including contact information and positions held on the Governing Body. The TPCSC must be notified of any change to the Governing Board made after the due date within 30 days of the change.	June 1			
Establish and approve by-laws.	Submit copy of ratified by-laws and copy of minutes with ratification vote to the TPCSC if any material changes have taken place since submission with NCP.	June 1			
Hire head of school/principal.	**Submit name and contact information. The TPCSC must be notified of any change in school**	**June 1**			

	director/principal made after the due date and within 30 days of hire.				
Hire school leadership.	Submit an updated organizational chart with the names and contact information of key individuals in school leadership or administration positions.	June 1			
Execute a management contract. (If applicable)	Submit contract that is signed by management company and Governing Board and minutes from meeting approving the contract.	June 1			
Finance					
Item	**Deliverable**	**Due Date**	**Owner**	**Comments**	**Completed**
Submit preliminary enrollment projections	Submit preliminary enrollment and special education projections by funding option to begin the district planning and funding application processes.	February 15			
Finalize current enrollment for funding calculations.	**Submit final enrollment numbers after closing the enrollment period and lottery. *(Update monthly until July)*** • **Estimated total enrollment on the first day of school** • **Estimated number of SWD** • **Estimated number of EL/LEP students** • **Estimated number of directly certified (ED) students**	**March 15** **April 15** **May 15** **June 15** **July 1***			
Complete operating budget for upcoming school year and receive approval from the Governing Board.	Submit preliminary budget to the TPCSC reflective of projected enrollment numbers. Budget must specify the student enrollment assumption. Submit final board approved budget. Budget must specify the student enrollment assumption.	April 1 June 1			

	The June 1 budget will be the basis for the enrollment variance calculation in the school performance framework.				
Designate individual responsible for finance and grants management. **Submit payment information to TDOE/Edison**	Submit name and contact information of the finance lead to the TPCSC. Include within this contact information list. Submit W9 and ACH routing information to establish school as a vendor in Edison here, or confirm vendor number if already established	April 1 May 1			
Obtain federal tax-exempt status for the school's education corporation. **Submit EIN and DUNS numbers**	Submit copies of all applications (Form 1023) and filings regarding tax-exempt status to the TPCSC, including final Internal Revenue Service determination letter. Submit copy of school's EIN and DUNS registration	June 1 July 1			
Establish a payroll system.	Submit contract with a payroll company or evidence of employment of or contract with persons to handle payroll and copy of deduction policy.	July 1			
Designate individual responsible for back-office operations/reporting	Submit evidence of employment or contract with an accountant, bookkeeper, or other person who will handle financial matters.	July 1			
Retain an independent certified public accountant for auditing requirements.	Submit contract with independent certified public accountant.	July 1			
Personnel/Staffing					

Item	Deliverable	Due Date	Owner	Comments	Completed
Sign up for employee benefits.	Opt-in or opt-out of the State of Tennessee's Health, Dental, and Vision Plans.	February 1			
	Complete and submit required participation paperwork.	March 1			
Designate a human resources lead.	Submit name and contact information of human resources lead to the TPCSC. This individual should be able to provide staffing and licensure information to the TPCSC	March 1			
Sign up eligible employees for TCRS.	Provide name of person responsible for TCRS reporting for the school. Enroll eligible employees into the Tennessee Consolidated Retirement System (TCRS) and begin monthly reporting by the first payroll in which an eligible employee is paid. Provide confirmation the school has been established with TCRS. Provide monthly documentation of TCRS payroll contributions.	February 1 March 1 April 1 May 1 June 1 July 1			
Establish a process for background screening for all employees and collect documentation of background checks, including employees in transportation, food	**Obtain an ORI number from the TBI.**	**February 1**			
	Conduct TBI background checks for each new employee, contractor, or volunteer. Submit information to TPCSC for DCS checks on any new employee, contract, or volunteer as they are hired.	July 1			

service, custodial, and security.	This will continue with our reporting and compliance specialist in the coming months through the reporting calendar.	Ongoing			
	Maintain background checks in a secure location in accordance with state and federal law. Files should be available for inspection at any time. (Storage must be in place for July 1 and will be checked during walk through, no submission required.)	July 1			
Have an adequate number of teachers that matches the staffing plan established in the charter application.	On a monthly basis, submit an employee list that specifies the following: role/assignment, teacher license number (if required for role), and status of TBI background check. Please update this information in the personnel tracker. Identify clearly staff members assigned to provide SPED and EL services. July and August submissions of this staffing plan are submitted through the reporting calendar.	March 1 April 1 May 1 June 1			
Select a teacher evaluation system	In accordance with T.C.A. § 49-1-302, T.C.A. § 49-5-108, and State Board Rule 0520-02-04, the school must select a teacher evaluation system and notify the Tennessee Department of Education of the system. If the school chooses to adopt an alternative observation model, it must be approved by the State Board in accordance with State Board Policy 5.201. If you have questions about teacher evaluations, please contact TDOE at TEAM.Questions@tn.gov.	May 1			
Establish and approve an employee handbook and distribute handbook to all staff.	Submit approved copy of employee handbook and minutes with Governing Board approval vote.	June 1			
Establish human resource system for	Identify Human Resource Information System to collect and maintain employee information required under Personnel Information Reporting System (PIRS).	July 1			

maintaining information.	Gain access to TNCompass through the TDOE Department of Education.				
Serving Special Populations					
Item	**Deliverable**	**Due Date**	**Owner**	**Comments**	**Completed**
Hire and designate leads for special education, student discipline, testing coordinator, SIS/Data Manager, Homeless Services, Foster Care, Migrant, 504, and ESL Services.	Submit list of names and contact information of school-level and/or network-level leads. If the contact changes, the school will provide updates to the TPCSC on contacts within a week of the change.	March 1			
Adopt and implement a plan for identifying and assessing English proficiency for students classified as Non-English Language Background (NELB) through a Home Language Survey.	**Create and submit a Home Language Survey (HLS) to use with all enrolled students who do not already have a HLS in their cumulative folder. Home Language Survey must be in compliance with State Board Rule 0520-01-19.**	March 1 (or two weeks before the beginning of the enrollment period)			
	Submit written documentation of the school's plan to administer the WIDA screener to eligible students, and how the school plans to meet the anticipated needs of the EL students in accordance with federal and state law. A final service plan will be submitted as part of the reporting calendar.	July 1			

Adopt and implement a plan to deliver required services to students with disabilities.	**Submit written documentation monthly on progress in the school hiring appropriate staff or contracts with other vendors for special education teacher(s), school psychologist, speech and language therapists, and occupational and physical therapists, or other services or equipment, if required by student IEPs.** Submit written documentation of anticipated students and their anticipated needs to TPCSC and how the school plans to meet the needs of the students. A final plan will be submitted as part of the August reporting calendar (deadline is September 5th).	July 1			
School Operations					
Item	**Deliverable**	**Due Date**	**Owner**	**Comments**	**Completed**
Submit student application form	Submit the application form the school plans to use for review and approval	February 1 (or two weeks before the application form is used)			
Complete E-Rate Filing.	If necessary, complete E-Rate filing via the Universal Service Administrative Company (USAC).	March 1			
Submit student enrollment form	Submit the enrollment form that the school plans to use for review and approval. The enrollment form must have: Occupational Survey (migrant identification), Residency Questionnaire (McKinney Vento identification).	March 1 (or two weeks before the application form is used)			
Submit lottery procedures and	**In accordance with T.C.A. § 49-13-113 (b)(8), submit to the TDOE a certification by an independent**	March 1 (or 10 business days			

student record request plans	**accounting firm or by a law firm of the lottery process used for enrollment purposes OR request that the TDOE review (Charter.Schools@tn.gov) and approve the lottery process at least 10 business days prior to the lottery taking place. Submit written documentation to the TPCSC.**	prior to the lottery taking place)			
	Submit written assurances from school that records have been requested and/or received, are or will be in locked storage, and locked storage is present at the time of inspection. NOTE: TPCSC strongly recommends schools begin requesting records as early as May to have the files in time for the beginning of the school year. Schools may use the optional TPCSC tracker. Submit copy of FERPA procedures for storage/handling of student files in school. Locked storage of student files will be inspected during pre-opening walkthrough.	July 1			
Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students.	**Submit draft calendar, including start and end times and stockpile PD day requests to TPCSC for review. Please use calendar and PD day templates in Templates folder.** **Submit final calendar, start and end times, class schedules, and documentation of parental notification. Please use calendar template in Templates folder.**	March 1 April 15			
Establish process for collecting immunization records or proper exemption forms.	Submit documentation of record process and written assurance that students who do not have such records will be barred from school (except where allowances are permitted), in accordance with T.C.A. § 49-6-5001.	April 1			

Develop student/family handbook.	Submit copy of Student and Family Handbook containing the required policies/procedures. The handbook must have all required notices including student discipline, complaints/grievances, FERPA, etc.	June 1			
Draft and submit all plans/procedures/policies required to the pre-opening process and designate policy point of contact.	See attached sheet for required plans/procedures/policies. Submit main point of contact for policy audit to TPCSC.	June 1			
Complete initial requirements for federal funding compliance.	Create and submit a draft of the Title I required School Improvement Plan (School Plan)	July 1			
	Create and submit school/parent/student compacts forms to the TPCSC and plans to host annual Title I meeting by October 1.	June 1			
If transportation will be provided, select transportation service provider. Service must meet specifications outlined in the Charter Contract.	Submit contract and insurance information of transportation provider and provide school contact for handling transportation.	June 1			
Establish processes for food service.	Determine lead for food services and submit name and contact information.	July 1			
	Contact the Tennessee Department of Education to set up a National School Lunch and Breakfast Program. Please consult the Office of Operations --> District Operations --> School Nutrition list on the TDOE Directory here for current points of contact.	**January 31**			

	If contracting with a third-party vendor, submit written documentation of contract.	July 1			
	Submit plan to process free and reduced lunch applications and required reporting to State of Tennessee.	July 1			
Hire or contract with a nursing services provider and create a plan and procedures for the administration of prescription and non-prescription medications to students and for provision of required health services.	Submit documentation of the school's relationship with a registered nurse and/or physician.	July 1			
Acquire required insurance.	**Submit certificate of insurance that meets the minimum levels as required by TCA § 49-13-107 and the Charter Agreement.**	July 1			
Meet with local law enforcement to establish partnership and complete safety walkthrough.	Submit written assurance of walkthrough, including any safety recommendations; made by law enforcement. This item is due to TDOE mid-August, we recommend getting this scheduled as soon as possible. Please submit communication or confirmation regarding scheduled security assessment and submit final assessment once complete. This template will be completed during the security assessment.	July 1			
Student Data					
Item	**Deliverable**	**Due Date**	**Owner**	**Comments**	**Completed**
	Work with TPCSC to submit State School Approval Form.	March 1			

Ensure school has appropriate management and oversight of student information in place. Ensure Student Information System (SIS) and Education Information System (EIS) has all of the required information from the school.					
	Secure access to the TPCSC's SIS. Identify any final requests for plug-ins or auto-comm/auto-send (no additional plug-ins will be added after this date). Ensure all currently identified English Learners and student with disabilities are entered into the TPCSC PowerSchool instance and error free.	June 1 July 1			
Ensure school has appropriate management and oversight of student information in place.	**Identify student information system (SIS) manager within the school and notify the TPCSC staff of name and contact information.**	April 1			
Ensure Student Information System (SIS) and Education Information System (EIS) has all of the required information from the school.	Submit a request for all personnel who will need SSO, EIS, EASYIEP, InformTN, and WIDA AMS usernames. Link: https://forms.office.com/r/Ctjsr5k913	June 1			
Facilities					
Item	**Deliverable**	**Due Date**	**Owner**	**Comments**	**Completed**

Secure a facility for the school and complete necessary renovations.	**Submit final lease or purchase agreement and minutes with Governing Board approval.**	April 1			
Renovation Calendar and Written Assurances	If renovating a facility, submit the renovation calendar and written assurances that the facility will be ready for instruction at the beginning of the school year. If construction and/or renovations fall materially behind schedule, the school will need to provide Commission staff with updates monthly or as agreed upon.	May 1			
Execute contract with a custodial service vendor.	Submit contract with custodial vendor.	June 1			
Obtain an asbestos-free certification under 40 CFR 763.99	If constructing a new school building, obtain a statement from an architect, project engineer responsible for the construction of the new building, or an accredited inspector that no asbestos-containing building material (ACBM) was specified as a building material in any construction document for the building, or, to the best of his or her knowledge, no ABCM was used as a building material in the building. If not constructing a new school building, submit assurance of proper inspection for ACBM by an accredited inspector, as required by Federal laws and regulations governing asbestos in schools.	July 1			
Distribute necessary instructional materials and supplies to classrooms at every grade level.	Submit documentation that age-appropriate classroom furniture has been procured.	July 1			

Obtain a Certificate of Occupancy and any other required permits from local building department <u>before Pre-Opening Visit</u>.	**Submit Certificate of Occupancy and any other required permits.** This will be examined as part of the walkthrough process.	**July 1**			
Complete Fire Marshall inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space.	Submit documentation of Fire Marshall inspection. This will be examined as part of the walkthrough process.	July 1			

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PUBLIC CHARTER SCHOOL COMMISSION

UPCOMING ITEMS FOR REPORTING CALENDAR RELATED TO PRE-OPENING

These items are included in this list not to be submitted through the pre-opening process, but as flags for upcoming items that will be submitted through the reporting calendar.

Establish and approve an employee handbook and distribute handbook to all staff.	Provide documentation that the employee handbook has been distributed to all staff. *(This can look like signed documentation from staff they received and reviewed handbook, agenda from staff PD confirming it distribution, etc.)*	July 15			
Establish processes for food service.	Complete registration and submit required forms to the State Department of Education to finalize operation of a National School Lunch and Breakfast Program.	July 31			
Ensure Student Information System (SIS) and Education Information System (EIS) has all of the required information from the school.	Enroll all students and complete staff profiles in student information system.	July 31			
	Finalize all student and staff profiles, including resolving any EIS errors in student information system.	August 31			
Develop written safety plans for life safety procedures such as fire drills and emergency evacuation, including school safety plans in accordance with Project SAVE. These plans are in the student and employee	Submit copy of SAVE plan and Emergency Operations Plan in Navigate Prepared.	August 1			

handbooks, and the school hires appropriate security personnel.					
Hire or contract with a nursing services provider and create a plan and procedures for the administration of prescription and non-prescription medications to students and for provision of required health services.	Submit written documentation of anticipated students and their anticipated health needs to TPCSC and how the school plans to meet the needs of the students in accordance with required services.	August 1			

TENNESSEE
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FINAL PRE-OPENING VISIT
WALKTHROUGH CHECKLIST

The following items will be inspected as part of the final pre-opening visit:

Topic	Item	Completion Status	Notes
Facilities Readiness and Signage	Utilities and water are turned on and working properly in all areas of the building.		
	Submit Asbestos Certification, Certificate of Occupancy and any other required permits from local building department		
	Space is safe and secure; entrance and egress from the school's space is adequately controlled.		
	All exterior doors close and lock properly.		
	School safety zone signage. (optional)		
	Complete Fire Marshall inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space.		
	Inspection of appropriately secured medical storage.		
	Ensure that classroom space, restrooms, and special purpose space meet the requirements of the program and the number of students enrolled.		
	Distribute necessary instructional materials and supplies to classrooms at every grade level.		

Topic	Item	Completion Status	Notes
	Public displays of signage (noted in required postings section of Charter Handbook and included below).		
Emergency Operations	Ensure that fire extinguishers have been recently inspected.		
	Ensure that there is adequate signage for the school and that the school building is appropriately numbered for emergency response purposes.		
	Make certain each room has emergency exit plans and maps that will not be covered by any materials.		
Records Storage	Medical records are separate from academic records, in locked storage, and locked storage is present at time of Pre-Opening Visit.		
	Student records have been requested and/or received, are or will be in locked storage, and locked storage is present at the time of inspection.		
Food Service and Preparation	The school has the necessary equipment to either prepare food on site or accept food service delivery and properly store food and beverage until it is consumed. Inspection will be completed at Pre-Opening Visit.		
Transportation	Inspection of school transportation plans and spaces for busses, traffic flow-thru, and student drop off/pick up.		

TENNESSEE
PUBLIC CHARTER SCHOOL COMMISSION

Required Postings

(From TPCSC Charter School Handbook)

Required Posting/Notice	Completion Status	Notes
Notice prohibiting weapons on school property		
Notice that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property that is not properly in the possession of the student		
Notice visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons		
DCS/child abuse reporting notice		
Homeless information posters		
Child Find information posters		
National Motto		

Required Policies/Procedures

Required Policies/Procedures	Source of Requirement	Required
• Code of ethics and conflict of interest policy	• TPCSC LEA Policy 1106 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Grievance and complaint policy and procedures	• TPCSC LEA Policy 1200 • TPCSC LEA Policy 1801 (policies shall include general complaints under IDEA)	Pre-opening
• ADA/Section 504 complaint policy or procedure	• TPCSC LEA Policy 1802	Pre-opening
• Fiscal management procedures • Expenditure of funds policy and procedures	• TPCSC LEA Policy 2100 • TPCSC LEA Policy 2800 • TPCSC Uniform Grants Guidance Policies/Procedures, p. 2 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Policy / procedure governing the preparation and approval of budgets and budget revisions	• TPCSC LEA Policy 2200 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Grant management procedures, including procedures used to determine if a cost is allowable and properly allocated to an individual grant	• TPCSC LEA Policy 2400 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Inventory and equipment policies and procedures	• TPCSC LEA Policy 2702 • TPCSC Uniform Grants Guidance Policies/Procedures, pp. 35-38 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening

Required Policies/Procedures	Source of Requirement	Required
• Procedures which comply with federal regulations for cash management	• TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Payroll/time and effort policy and procedures	• TPCSC LEA Policy 2802 • TPCSC Uniform Grants Guidance Policies/Procedures pp. 39-40 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Expenses and reimbursements policy and procedures	• TPCSC LEA Policy 2804	Pre-opening
• Travel policy and procedures, including specifics on authorizing, verifying, and reimbursing travel expenditures	• TPCSC LEA Policy 2804 • TPCSC Uniform Grants Guidance Policies/Procedures, pp. 18-20 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Purchasing and contracts policy and procedures, including written procurement procedures which comply with federal requirements and awarding contracts that ensures the appropriate approval.	• TPCSC LEA Policy 2805 • TPCSC Uniform Grants Guidance Policies/Procedures, pp. 25-32 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• School safety and emergency response plan/procedures	• TPCSC LEA Policy 3201 • TPCSC Emergency Preparedness and School Safety Drill Procedures	Pre-opening
• Transportation policy and procedures • Transportation safety complaint policy and procedures • Procedure governing use of cameras and video cameras on school buses	• TPCSC LEA Policy 3400 • TPCSC Transportation Procedures	Pre-opening

Required Policies/Procedures	Source of Requirement	Required
• Parent and family engagement policy	• TPCSC LEA Policy 4502 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Promotion and retention policy (including how attendance will be used as a criteria for promotion/denial) • Procedure for developing the individualized promotion plan	• TPCSC LEA Policy 4603 • TPCSC LEA Policy 6200	Pre-opening
• Equal opportunity employment policy	• TPCSC LEA Policy 5104	Pre-opening
• Employee-related complaints and grievance policy	• TPCSC LEA Policy 5104	Pre-opening
• Employee discrimination and harassment policy	• TPCSC LEA Policy 5104	Pre-opening
• Human resources policies/hiring process	• TPCSC LEA Policy 5106 • TPCSC Uniform Grants Guidance Policies/Procedures pp.42-43 • TPCSC Personnel/Hiring Procedures • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• CHRI and background information security procedures • School volunteer background check requirement procedures	• TPCSC LEA Policy 5118 • Personnel/Hiring Procedures	Pre-opening
• Student attendance policy and procedures	• TPCSC LEA Policy 6200	Pre-opening

Required Policies/Procedures	Source of Requirement	Required
• Physical examinations and immunizations policy	• TPCSC LEA Policy 6203	Pre-opening
• Admissions and enrollment policy	• TPCSC LEA Policy 6206	Pre-opening
• Student discipline policy and procedures	• TPCSC LEA Policy 6313 • TPCSC Disciplinary Hearing Authority Procedures	Pre-opening
• Zero tolerance policy and procedures	• TPCSC LEA Policy 6309	Pre-opening
• Bullying, cyber-bullying, discrimination, harassment, and hazing policy	• TPCSC LEA Policy 6304 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Student disciplinary hearing authority (DHA) policy and procedures	• TPCSC LEA Policy 6317 • TPCSC Disciplinary Hearing Authority Procedures	Pre-opening
• Homeless students policy and procedures	• TPCSC LEA Policy 6503 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Migrant students procedures	• TPCSC LEA Policy 6504 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Foster student policy and procedures	• TPCSC LEA Policy 6505 • TPCSC Foster Care Procedures	Pre-opening
• Identification of immigrant student procedures	• TPCSC Student Enrollment Procedures • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening

Required Policies/Procedures	Source of Requirement	Required
• Enrollment of Military Students policy	• TPCSC Enrollment Procedures	Pre-opening
• Confidentiality of student records policy • Survey of students/Collection of information policy	• TPCSC LEA Policy 6600 • TPCSC Uniform Grants Guidance Policies/Procedures, p. 48 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Purchase card policy or procedure	• TPCSC Uniform Grants Guidance Policies/Procedures, p. 30	Pre-opening
• Employee separation practices policy or procedure	• TPCSC Uniform Grants Guidance Policies/Procedures, p. 42	Pre-opening
• Child find and referral procedures	• TPCSC Child Find Procedures	Pre-opening
• Protection of employee personal information policy and procedures	• TPCSC Uniform Grants Guidance Policies/Procedures, p. 45 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Title IX and sexual harassment policy and procedures	• TPCSC LEA Policy 6304.01	Pre-opening

Required Plans/Processes

Required Plans/Processes	Source of Requirement	Grade Span
• Differentiated pay/strategic compensation plan, or Salary Schedule	• TPCSC LEA Policy 5911 • TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Special Education Services plan • Process to recruit, train, and appoint surrogate parents in the case of students who are wards of the state, unaccompanied homeless youth, or in cases where a parent cannot be located	• TPCSC LEA Policy 1801	Pre-opening
• Response to Intervention (RTI^2) implementation plan • Gifted Students Plan/Procedure	• TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Professional development plan	• TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening
• Plan for support, supervision, and evaluation of teachers and staff	• TPCSC Federal Programs Sub-recipient Monitoring Guidebook	Pre-opening