

Name of Nonprofit Corporation:	
Name of School:	
Name of Person Completing Document:	
Date of Completion Check:	

School Self-Assessment					
	Item	Yes	No	N/A	Comments
School	Important Contact Information				
	School Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	School Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Grade Levels Served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	School Leader Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	School Leader Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	School Leader Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Board Chair Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Board Chair Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Board Chair Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Important School Documents				
	Student Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual School Calendar (R.S. 17:406.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Enrollment	Important Enrollment Information				
	Enrollment Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Enrollment Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Enrollment Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2023-2024 Lottery Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	Important Transportation Information				
	Process for families to request/access transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Contact information for school-level transportation liaison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Transportation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*Open Meeting Notifications (R.S. 42:19 (A)(2)(a) and R.S. 42:20 (B)(2)) *Open meeting law applies to both charter boards and committees	Important Open Meeting Information				
	Written notices of the Charter Board and Committee Meeting agenda must be placed on the website no later than 24 hours prior to the meeting (excluding weekends and legal holidays) (R.S. 42:19 (A)(2)(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The Charter Board and Committee agendas posted include action items, discussion items, and members of the board recorded present or absent R.S. 42:19 (A)(2)(a).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The Charter Board and Committee minutes must include time, date, and the location of the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	The Charter Board and Committee minutes are posted within a reasonable amount of time (approximately 10 days) after approval (R.S. 42:20 (B)).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Custodian of Records (R.A. 44:1)	Important PRR Information				
	The name and contact information of the Public Custodian of Records appear on the website in a manner that is easily accessible by a member of the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Homework Assistance Services (R.S. 17:182.1, 17:3996 (B)(39))	Notification of Homework Assistance Services				
	Information is provided to students and parents on how to access the after-school online homework assistance services offered through the State Library of Louisiana and their local public library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Links to the homework online services are included in each student handbook, posted on the homepage of the school website, and posted in a prominent location in the school where it can be seen by all students on a daily basis. http://www.homeworkla.org/				
Mandated Reporting with the Department of Child and Family Services	Important Mandatory Reporting Information				
	All schools must post on their website with DCFS toll-free hotline: 1--855-4LA-KIDS (1-855-452-5437)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title IX	Compliance Information				
	A copy of the Charter Board's Discrimination Policy regarding compliance with Title IX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Each LEA is required under federal law to have a Title IX Coordinator and to have their name and contact information identified on the LEA's website and made known to staff and students, along with a statement that the school does not discriminate on the basis of sex in the education programs or activities it operates, and that it is required by Title IX not to discriminate in such a manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*Procedures for Cyberbullying and Internet Safety (Optional)	Important Cyberbullying & Internet Safety Information				
	Reporting Bullying of Cyberbullying Form https://www.louisianabelieves.com/docs/public-school/form---report-bullying.pdf?sfvrsn=d3157df7_3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Each school shall distribute and post information regarding internet and cellphone safety and online content that is a potential threat to school safety. (R.S. 17:410)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	*While RS 17:410 is not applicable to charters, and there will not be a penalty in complying with this item, we strongly encourage schools to do so.				

School Leader Signature

Date