

Office of School Choice

2025-2026 Website: Completeness Check School Self-Assessment

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 the 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, date, time, and place of meeting R.S. 42:19 (A)(2)(a).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Charter Board and Committee minutes must include the time, date, and place of the meeting.	<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 they can be seen by all students on a daily basis. http://www.homeworkla.org/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 Nondiscrimination Policy regarding compliance with Title IX Title IX of the Education Amendments of 1972 - C.F.R. 106.8(a); 34 C.F.R. 106.8.(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Each LEA is required under federal law to have a Title IX Coordinator designated and authorized to coordinate Title IX compliance and to have their name or title and contact information (address, telephone number, and email address) 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.				
Other	Added due to Legislation			
Literacy	R.S. 17:24.10 (D) Each school shall post its foundational literacy skills plan and the latest report on the literacy screener on its website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal	R.S. 17:88.1 Posting of public school governing authority fiscal information by September 30 annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	R.S. 17:177 Publish on its website a policy for the assessment, collection, and use of fees charged to students or their parents or legal guardians. The policy shall be revised annually as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Rate (Schools serving 9-12)	R.S. 17:221(B)(5)(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide Prevention	R.S. 17:282.4(F)(1) Each public and approved nonpublic secondary school shall post on its website the National Suicide Prevention Lifeline hotline number, "988" and a local suicide prevention hotline number if available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' Bill of Rights	R.S. 17:354 Each public school shall post on its website information explaining the rights that parents have relative to accessing the instructional materials used in the education of their child and other rights pertaining to their child's education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of donations (if applicable)	R.S. 17:381 Accept any donation that may be made for educational or literary purposes, and each board shall enumerate details of the contents of such donations in a document made publicly available on its website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bullying Form	R.S. 17:416.14(D)(2)(a) Each public elementary and secondary school shall develop a procedure for the reporting of incidents of bullying. This shall include a form for the purposes of bullying reports, which is available on the LDOE website .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher's Bill of Rights	R.S. 17:416.18(D) Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use of Restraint Policy	R.S. 17:416.21(M)(2)(a) The governing authority of each public elementary and secondary school shall adopt written guidelines and procedures regarding seclusion and physical restraint posted on each school system's website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administration of Medicine and Epinephrine	R.S. 17:436(K)(3) Each school shall post its policy on the school's website regarding the administration of medicine and epinephrine..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special Education Advisory Council (SEAC)	R.S. 17:1944.1(C) Each special education advisory council shall meet at least three times per year and shall submit a written report to the local public school superintendent or the administrative head of the charter school or other public school and the Special Education Advisory Panel in May of each year regarding its activities and published on its website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Louisiana Workforce Commission (Middle and High School grades)	R.S. 17:2930(D)(3) Each public middle school and high school under its jurisdiction to prominently display the Louisiana Workforce Commission's link to information on high-demand, high-wage jobs on its website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board membership requirements	R.S. 17:3991(A)(1)(c)(iii) Each charter school governing or management board shall adopt a policy prescribing the process and timelines for either appointing or electing a parent, legal guardian, or grandparent of a student or an alumnus of the school to the board. The policy shall be provided to the parents of each child enrolled in the school and published on the school's website if the school is located in a parish with a population between 325,000 and 375,00 persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

School Leader Signature

Date