



Office of  
**MAGNET,  
CHOICE &  
CHARTER  
SCHOOLS**  
A Division of Polk County Public Schools

## *Polk County Public Schools*

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### Memorandum

**To:** Charter School Director  
**From:** Office of Magnet, Choice and Charter Schools  
**Date:** May 4, 2009  
**Re:** Pre-Opening Site Visit 2009

Please find attached the Pre-Opening Site Visit Checklist. This checklist is to aid you in preparing for your pre-opening site visit by the Office of Magnet, Choice and Charter Schools. Each year, a representative will come to your school site to conduct a site visit in order to monitor that policies and procedures are in place and required documentation is gathered and stored on site as stated in, but not limited to, No Child Left Behind, Charter Legislation, Charter Contract, and Sunshine State Standards.

**Please be sure that all required documentation, procedures, and policies are compiled in an organized notebook format for representatives to review.** The Charter School Director should also be available during this site visit to answer any questions and provide access to student cum folders and personnel files.

Copies of the following documents are to be submitted by courier, US Mail, or electronic e-mail to Marie Carroll, School Choice Specialist, at least **one week** prior to your scheduled Pre-Opening Site Visit.

- Board Approved budget for upcoming school year (2009/2010) with meeting minutes documenting approval.
- Current Health Inspection (***for those expiring during this time frame***)
- Current Fire Inspection (***for those expiring during this time frame***)
- Certificate of Occupancy showing Maximum student occupancy (***for start-up charter***)
- School Calendar for upcoming school year with meeting minutes documenting approval.
- Insurance coverage for upcoming school year as outlined on Checklist
- List of Governing Board members providing position and contact information for the upcoming school year
- Approved board meeting schedule for upcoming school year listing dates, times and locations with meeting minutes documenting approval.
- Emergency Contact Information for 2009-2010

If you have any questions, please feel free to contact Marie Carroll, School Choice Specialist, at 519-3924 or by email at [marie.carroll@polk-fl.net](mailto:marie.carroll@polk-fl.net).

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