

Document Purpose and Use for Authorizers: This is a checklist of items all schools should have in place prior to starting a new school year. Authorizers should send to schools and ask them to return forms attesting that each of these items are in place, and where requested, include documentation. Authorizers may also choose to do site visits to inspect if some or all these items are in place rather than rely on these attestations. This template draws from examples across the state and is intended to be a comprehensive look at what authorizers may wish to collect; authorizers should customize to meet their needs.

Annual Opening Operation Checklist Template



School Leader Guidance: This checklist is intended to demonstrate to your authorizer that your schools are prepared to open for the upcoming school year across all domains, including safety, compliance, operations, facility, and finances. Please complete each section and sign at the end, attesting that you have truthfully completed this form.

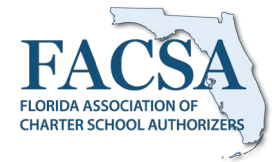
Category	Item	Checklist	Any Notes (Optional)
Governance	All board members have up to date fingerprinting and background checks.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Board members have participated in a training in compliance with the requirements of Section 1002.33(9)(j)(5), including government in the sunshine, conflicts of interest, ethics, and financial responsibility.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	A schedule of all board meeting dates is established, including date, time, and location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	A full list of board members is updated and on file with the authorizer.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Board meeting minutes are posted on the website regularly.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The board has updated bylaws in compliance with all applicable laws and regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Annual Opening Operation Checklist Template



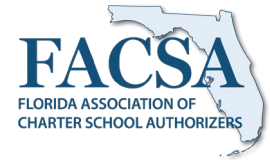
	"Not-for-Profit" incorporation papers are current.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Finance	There is a board approved budget in place for the upcoming school year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	If applicable, management company audit on file.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	School audit on file.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Policies and procedures have been established for an in-house payroll system OR a contract agreement is on file at the school showing evidence of payroll provider services.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Staff	There is a staffing plan in place that has been approved by the governing board.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	All teachers' certification documents are on file and up to date.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	All staff members have up to date fingerprinting and background checks.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Annual Opening Operation Checklist Template



	The school has established employment policies documented in a staff handbook that is aligned with the employment contract and all applicable laws and regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The school has a documented hiring process that is non-discriminatory and aligned with all applicable laws and regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Safety	School will establish one Safe School Officer in accordance with s. 1006.12, F.S., who will be physically present while school is in session.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	School will have one employee complete the on-line SESIR training at www.SESIR.org .	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	School will implement and promote the use of FortifyFL and will install the application on all mobile devices and bookmark the website on all computer devices issued to students.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	School will adopt a nationally recognized Active Assailant Response Plan and train all personnel at the school.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	School will conduct Faculty / Staff training on the School Safety Plan, the Mental Health Assistance Plan, the Active Assailant Response Plan, and implementation of all required Drills by October 1 .	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	A Threat Assessment Team will be established as prescribed by s. 1006.07, F.S., and State Board of Education rules, will conduct monthly Team meetings and will utilize the behavioral threat assessment instrument developed by the Office of Safe Schools	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Annual Opening Operation Checklist Template



	In addition to monthly Fire Drills, the school will conduct one active assailant drill per month (11 Per year) utilizing the ALICE protocol.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	School will conduct periodic testing of communications systems which can send/receive an emergency signal and are accessible by all staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Academics and School Culture	There is a published school calendar and master schedule that meet all requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Student records are on file, current, complete, and accessible to teachers for planning (pertains to all students' records, including IEPs).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Student policies (including suspension and return-to-base-school) have been distributed to students and parents in written form.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The school's discipline policy has been distributed to students and families.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Discipline records are updated regularly and in compliance with school policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Special Populations	Home language surveys, English language assessments, and other materials are available for parents in all relevant languages.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Annual Opening Operation Checklist Template



	LEP students are serviced by an ESOL certified teacher(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The school has a process for assessing new students with special needs.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Special education students are serviced by a Special education certified teacher(s) in compliance with their IEPs.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Operations	The school has documentation of a passing Fire Inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The school has documentation of a passing Health Inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The school has written plans for life safety procedures (fire exit charts in rooms, disaster preparedness for tornado, bomb threats, etc.) and these are included in staff and student handbooks.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The school has on file a current inventory of items purchased with FTE or grant funds.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	A system is in place for gathering and reporting data needed to qualify for federal entitlement programs.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Annual Opening Operation Checklist Template



	Health services and immunization services are available to students.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	School has active insurance policies in compliance with all laws and regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Enrollment	The school has publicly announced its student enrollment application deadline. In addition, a lottery selection has been held in accordance with FS 1002.33.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Enrollment procedures, as stated in the approved contract have governing board approval and are being implemented with fidelity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Facility	A mortgage or lease statement is available upon request.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The school has a valid Certificate of Occupancy posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The school has a posted Fire Permit.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	An evacuation plan, in case of emergency is in place and posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Annual Opening Operation Checklist Template



	The facility meets all accessibility requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
--	--	---	--

By signing you are attesting that all the above information is accurate. Before signing this document, verify that the content you are signing is correct.

School Leader Name

School Leader Signature

Signing Date