

Checklist of Required Documents

School Overview and Academic Model

- ☐ Statement of educational philosophy and goals
- ☐ School overview and academic model description
- ☐ Curriculum plans and list of educational materials

Student Outcome Measurement

- ☐ Student assessment philosophy statement
- ☐ Rubric or documentation used to assess student learning (if applicable)

Governance and Leadership Structure

- ☐ Leadership bios and resumes
- ☐ School leadership job descriptions
- ☐ Board roster (if applicable)
- ☐ Board bylaws (if incorporated)
- ☐ Operating agreement (if applicable)
- ☐ Conflict of interest and parent engagement policies

Staff Qualifications and Background Checks

- ☐ Resumes and/or credentials of all teaching staff
- ☐ Criminal background checks for all staff

Safety and Compliance Policies

- ☐ Business registration
- ☐ Proof of insurance
- ☐ Policy and procedures manual
- ☐ State required reporting procedures (if applicable)

Operational Documentation

- ☐ Operating handbook
- ☐ Student/ Parent policy manual

Financial Documentation

- ☐ Current-year budget
- ☐ Financial statements (most recent audited financials preferred)
- ☐ Most recent bank statement

Payment

- ☐ Complete the TxMSAS Application Payment
- ☐ Payment processed and confirmed