

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
- Provide a Designated Responsible Party for all background checks as needed (the Designated Responsible Party background check must be submitted)
- Requirement of criminal background checks for Designated Responsible Party (who ensures all staff will have background checks)

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

2026-27 school year budget with narrative

If 501c3, most recent 990

Financial statements (optional, audited financials preferred)

Payment

Complete the TxMSAS Application Payment

Payment processed and confirmed