

Pre-Submission Checklist for Charter Waivers Requests

Use this checklist before submitting your charter waiver request to be sure you have everything you need:

- ☐ **Electronic, signed copy of the current or new charter contract** between the charter school and its authorizer.

- Contract includes a complete list of waivers being requested as an appendix as stated in **22-30.5-106 (1) (o) C.R.S.**

- ☐ **Completed *Waiver Request Form*** is signed by the school and the authorizer.

- The dates on *Waiver Request Form* match the term of the charter contract
 - All automatic waivers being requested are checked off on page 2 of the form and any non-automatic waivers being requested are listed on page 3.
 - All the waivers being requested on the *Waiver Request Form* match the waivers on the *Rationale and Replacement Plan*.

- ☐ ***Rationale and Replacement Plan (RRP)***

- *RRP* begins with a heading that includes the school's basic information:

School Name:

School Address:

Charter School Waiver Contact:

Charter School Waiver Contact Email Address:

District Contact Name:

District Contact Email Address:

- All waivers that appear on the *Waiver Request Form* and charter contract appear on the *RRP* and the statute ID number and language is used correctly on the *RRP*.
 - Each waiver being requested has an *RRP* that includes the 6 Best Practice Components: *Rationale; Replacement Plan; Duration; Financial Impact; How Impact Will Be Evaluated; and Expected Outcome*. **At a minimum, the *Rationale* and *Replacement Plan* are required for approval of the sought waivers.** To be sufficient, the *Rationale* must explain why the school is seeking the waiver and the *Replacement Plan* must explain how the school will meet/exceed the intent of the state law and/or state that the school would like the authority delegated to them or their Board. One *RRP* may be used for two or more waivers as long as the *RRP* sufficiently addresses all of the statutes.

- ☐ **Submit each item on this checklist as a separate PDF attachment to:**

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