

How to Get Your Doors Open

Opening a New Charter School with the Arizona State Board for Charter Schools

Step 1: Requirements to Sign the Contract

1

Completed I.R.S. Form W-9, Request for Taxpayer Identification Number and Certification.

Website address and screenshot of webpage with statement indicating where all public notices of meetings will be posted (A.R.S. §38-431.02).

2

3

Copy of the lease agreement or other documentation of a secured school facility.

Completed, Signed [Occupancy Compliance and Assurances Form](#) OR Certificate of Occupancy and Fire Marshal's Inspection Report

4

Provide the above items to Daniel.Cobin@asbcs.az.gov, then...



Step 2: Requirements to Begin Serving Students

General Statement of Assurances

Obtain from ADE Grants Management
<http://www.azed.gov/grants-management/gsa/>

Contact Information

1. Opening Date
2. Phone/Fax Numbers
3. Primary Site Contact (Name, Title, and Email Address)

Certificate of Occupancy

Issued by the local municipality and must demonstrate approval for Educational "E" Occupancy/Use

Fire Marshal's Report

Must be from entity on the approved [LOA list](#), and demonstrate inspection for Educational "E" Occupancy/Use

Insurance Policy Binder

Issued by an insurance company licensed to do business in Arizona (A.R.S. §15-183(M))

County Health Certificate

Address on certificate matches school address and indicates school or educational institution

Public Meeting

Evidence of a public meeting or hearing held in accordance with A.R.S. §15-183(C)(7), at least 30 business days prior to the first day of school

ESS Training

Certificate of attendance demonstrating that the Authorized Representative attended ADE's Exceptional Student Services special education training

Submit the above documentation to Daniel.Cobin@asbcs.az.gov at least 10 business days prior to the intended first day of school.