

New Charter School Affidavit Instructions

Updated December 2015

This document provides instructions and forms for authorizers to submit a new charter school affidavit (affidavit) to the Minnesota Department of Education (MDE). The request is submitted by an approved authorizer on behalf of a developing charter school. Affidavit requests are based on statutory requirements and are evaluated against the terms and conditions set forth in the Commissioner-Approved Authorizer Application (AAA) or Commissioner-Approved Authorizing Plan (AAP) and quality of materials submitted.

Minnesota Statutes, section 124E.06, Subdivision 4:

*Before the operators may establish and operate a school, the authorizer must file an affidavit with the commissioner stating its intent to charter a school. An authorizer must file a separate affidavit for each school it intends to charter. **An authorizer must file an affidavit at least 14 months before July 1 of the year the new charter school plans to serve students.** The affidavit must state the terms and conditions under which the authorizer would charter a school and how the authorizer intends to oversee the fiscal and student performance of the charter school and to comply with the terms of the written contract between the authorizer and the charter school board of directors under section [124E.10, subdivision 1](#). The commissioner must approve or disapprove the authorizer's affidavit within 60 business days of receipt of the affidavit. If the commissioner disapproves the affidavit, the commissioner shall notify the authorizer of the deficiencies in the affidavit and the authorizer then has 20 business days to address the deficiencies. The commissioner must notify the authorizer of final approval or disapproval within 15 business days after receiving the authorizer's response to the deficiencies in the affidavit. If the authorizer does not address deficiencies to the commissioner's satisfaction, the commissioner's disapproval is final. Failure to obtain commissioner approval precludes an authorizer from chartering the school that is the subject of this affidavit.*

Please Note:

- An eligible organization must be currently approved to authorize charter schools prior to submitting an affidavit to MDE per [Minnesota Statutes, section 124E.05, Subdivision 3](#).
- An approved authorizer must first review and evaluate the new school's application according to [Minnesota Statutes, section 124E.05, Subdivision 4\(3\)](#) and the process articulated in the AAA/AAP prior to submitting an affidavit to MDE.
- An approved authorizer of a new charter school that desires to offer an early childhood health and developmental screening program must address Part F: Early Childhood Health and Developmental Screening.
- An approved authorizer of a new charter school that desires to offer a prekindergarten or preschool instructional program to serve children between three years of age to kindergarten entry and gain official recognition by MDE as providing instruction for children younger than five years of age pursuant to [Minnesota Statutes, section 124E.06, Subdivision 3\(a\)](#) must address Part G – Early Learning Programs (Prekindergarten and Preschool Instructional Programs).

Authorizers in Corrective Action Status:

As outlined in [MAPES Ratings and Outcomes](#), if an authorizer receives an overall rating of *Unsatisfactory* or *Approaching Satisfactory* they are placed in corrective action status. **Authorizers will**

not have the authority to charter new schools, accept transfers or initiate expansion requests while in corrective action and until an overall performance rating of Satisfactory is attained.

Instructions:

The authorizer must address the requirements contained below to submit a new charter school affidavit to MDE per [Minnesota Statutes, section 124E.06, Subdivision 4.](#)

- Complete Part A through Part E for new charter schools that do not plan to offer an early learning program(s) or early childhood health and developmental screening.
- Complete Part A through Part F for new charter schools that plan to offer **ONLY** early childhood health and developmental screening.
- Complete Part A through Part E and Part G for new charter schools that plan to offer **ONLY** an early learning program(s) for 3-5 year olds and/or kindergarten program to prepare children for kindergarten entry the following year and **NOT** include early childhood health and developmental screening.
- Complete Part A through Part G for new charter schools that plan to offer an early learning program(s) **AND** provide early childhood health and developmental screening at the school's location.

NOTE: *Tips are provided based on previously successful affidavits. Instructions provided in the tips are not specifically required by statute, but are designed to ensure a comprehensive affidavit response.*

Part A – Submission Eligibility and Affidavit Forms

Proof of meeting eligibility criteria must be submitted as part of the affidavit and eligibility criteria must be met **before** an affidavit will be reviewed by MDE.

- I. New Charter School Affidavit Cover Sheet (Form 1)
- II. Authorizer Eligibility Certification (Form 2) and include applicable attachments (*dated within one year of the date the authorizer submits an affidavit*)
- III. School Founders Contact Information (Form 3)
- IV. Authorizer Assurance and Certification (Form 4)
- V. School Assurance and Certification (Form 5)
- VI. Notice to School District: Attach a copy of the notification letter(s) the charter school developer or authorizer sent to the school district(s) in which the new charter school proposes to locate
 - TIP: Applicants are encouraged to notify a school district at least 14 business days before an affidavit is submitted

Part B – Terms and Conditions of the New School

- I. Executive Summary: Present "...the terms and conditions under which the authorizer would charter a school..." pursuant to [Minnesota Statutes, section 124E.06, Subdivision 4:](#)
 - TIP: Provide an executive summary (up to two single-spaced pages) that includes:
 - A compelling need the new school will address;
TIP: Helpful documentation of compelling need includes evidence of support from current or prospective families, enrollment statistics from nearby public schools, etc.
 - The school's broadly inclusive mission and vision statements;
 - Statutory purposes the school will address, which will include the proposed school's primary purpose is to improve **all** pupil learning and **all** student achievement per [Minnesota Statutes, section 124E.01, Subdivision 1](#);
 - Grade levels and total number of students to be served when fully operational;
 - Intended location and facility address, if identified;
TIP: In order to verify the success of a new charter school before expanding operations to additional school sites, it is important that a new school affidavit is limited to only the initial school site. Once a new charter

school demonstrates satisfactory performance, including a longitudinal record of demonstrated student academic performance and growth (i.e., at least three years of performance data) and a history of sound school finances, statute provides for the expansion of an existing charter school through a supplemental affidavit process per [Minnesota Statutes, section 124E.06, Subdivision 5\(a\)](#).

- Targeted opening date;
- Statement of the school’s educational philosophy and instructional approach; and
- How the school plans to improve all pupil learning and all student achievement in the targeted service area.

TIP: In order to support the need for the school and identify plans to improve all pupil learning and all student achievement, some data about the current performance of existing schools in the area would be helpful.

II. Student Performance Expectations: Present the accountability goals for the new school (i.e., specific academic and nonacademic outcomes that pupils must achieve per [Minnesota Statutes, section 124E.10, Subdivision 1\(a\)\(3\)](#)). Please limit your response to two single-spaced pages.

- TIP: One or more accountability goals should clearly address the primary purpose to improve **all** pupil learning and **all** student achievement per [Minnesota Statutes, section 124E.01, Subdivision 1](#).
- TIP: Each goal should be presented as a specific goal with a single type of measure that may or may not include annual indicators of success.
- TIP: Accountability goals should include measurable performance indicators (e.g., quantifiable targets) for the pre-operational and operational periods **under the initial charter contract term**.
- TIP: Ensure that the accountability goals presented are aligned with the academic performance indicators that are included as measures for school success within the AAA/AAP (i.e., parts B.II and E.I should be aligned).
- TIP: MDE encourages the use of a “SMART” goal format to present accountability goals. [For information regarding SMART goals, visit the Q Comp page of MDE’s website.](#)

Part C – Authorizer Capacity

[Minnesota Statutes, section 124E.05, Subdivision 4\(2\)](#). Please limit this part to two single-spaced pages.

- I. Explain how the approval of this new school is consistent with the “Capacity and Infrastructure” section of your AAA/AAP.
 - TIP: Include the number, size and type of schools noted in your portfolio.
 - TIP: Clearly identify the authorizer liaison and other individual(s)/position(s) who will oversee the new school and indicate the amount of personnel time dedicated to the oversight of this new school.
 - TIP: Explain the need for any changes in the capacity or infrastructure of your organization if the new school is approved.

Part D – Authorizer’s Review Process

[Minnesota Statutes, section 124E.06, Subdivision 4](#). Please limit this part to five single-spaced pages.

- I. Consistent with the AAA/AAP, describe the authorizer’s application and review process used to determine approval of *this* new charter school application.
 - TIP: Provide a summary of *review data* including quantitative results (e.g., scores, ratings, rankings) and qualitative results (e.g., evaluative comments, interview feedback, strengths and weaknesses) generated by the authorizer’s review process (one- to two-page summary of results or a copy of review summary already generated by the

- authorizer). Indicate how any identified weaknesses were specifically addressed during the review process.
- TIP: Provide a one-page summary of *review process activities* conducted by the authorizer (e.g., review activities, timeline/key dates, names of reviewers, involvement of organizational leadership in process, final action). Include specific page number citation(s) from the AAA/AAP to demonstrate the new school application was reviewed consistent with approved plans.
 - TIP: Provide a one-page *analysis of the review process results that justifies approval* of the new school, including the qualifications of school founders/developers and how they were thoroughly vetted to verify a track record of success.

Part E – Oversight and Compliance

[Minnesota Statutes, section 124E.06, Subdivision 4.](#) Please limit this part to five single-spaced pages.

- I. Oversight of Performance: Present "...how the authorizer intends to oversee the fiscal and student performance of the charter school..." that is consistent with the AAA/AAP and [Minnesota Statutes, section 124E.06, Subdivision 4.](#)
 - TIP: Oversight plans should clearly reflect how performance under the primary purpose to improve **all** pupil learning and **all** student achievement per [Minnesota Statutes, section 124E.01, Subdivision 1](#) will be evaluated.
 - TIP: Oversight plans should include a description of the types of performance data to be collected, when data will be collected, and how data will be analyzed against performance indicators (identified in Part B.II above) for the pre-operational and operational periods under the initial charter contract term.
 - TIP: If applicable, performance oversight of the school's prekindergarten or preschool instructional program should be specifically addressed.

- II. Compliance: Present "...how the authorizer intends...to comply with the terms of the written contract between the authorizer and the charter school board of directors..." that is consistent with the AAA/AAP and [Minnesota Statutes, section 124E.06, Subdivision 4.](#)
 - TIP: Compliance plans should address the pre-operational and operational periods under the initial charter contract term.
 - TIP: If applicable, compliance of the school's prekindergarten or preschool instructional program should be specifically addressed.

Part F (OPTIONAL) – Early Childhood Health and Developmental Screening

- I. Describe the school's plan and capacity to provide the Early Childhood Screening program in accordance with [Minnesota Statutes 121A.16 – 121A.19](#) and [Minnesota Rules 3530.3000, 3530.3300](#) and [3530.3400.](#)

Part G (OPTIONAL) – Early Learning Programs (Prekindergarten and Preschool Instructional Programs)

- I. Comprehensive Child Assessment: Assess each child's cognitive skills with a comprehensive child assessment instrument when the child enters and again before the child leaves the program to inform program planning and promote kindergarten readiness.
 - Describe the assessment process used to measure individual child progress in all the prekindergarten and preschool instructional classes that includes the use of a standardized child assessment instrument, such as *High Scope Child Observation Record (COR)*, *Teaching Strategies Gold* or *Work Sampling System*.
 - To measure child progress, the assessment must be used at program entrance and program exit.
 - At a minimum, the comprehensive assessment should measure children's progress in the domains of language and literacy and mathematical thinking. Other domains may

include approaches to learning, general cognitive development, physical and motor development, social and emotional development, creativity and the arts.

- II. Intentional Instructional Practice: Provide intentional instructional practice aligned with the state early childhood learning standards and kindergarten standards that is based on early childhood research and professional practice focused on children's cognitive, social, emotional, and physical skills and development and prepares children for the transition to kindergarten, including early literacy skills.
 - Describe how program content and intentional instructional practices are aligned with the [Early Childhood Indicators of Progress: Minnesota's Early Learning Standards \(ECIPs\)](#) available on the MDE website.
 - Include a very brief description of the curriculum used in the early learning program, such as *High Scope Preschool Curriculum* or *Opening the World of Learning (OWL)*.
 - Indicate how the *Early Childhood Indicators of Progress: Minnesota's Early Learning Standards (ECIPs)* are incorporated into the program.
 - Provide an overview of instructional practice to support children's early literacy skills development.
- III. Kindergarten Transition: Coordinate appropriate kindergarten transition with parents and kindergarten teachers.
 - Briefly describe the program plan for transition to kindergarten that includes meaningful coordination and planning with kindergarten teachers, and engages families in a variety of ways to support children's learning and successful transition to kindergarten.
 - Describe a plan for providing guidance to families not enrolling their child in the charter school kindergarten program.
- IV. Coordinate with Relevant Community-Based Services.
 - Coordination may include referrals to community programs based on child needs, such as local public health, social services, mental health services, or other early learning or child care programs.
 - Provide a brief description of how the program coordinates with community organizations and how those resources are shared with families.
- V. Staff Ratios and Licensure: Ensure staff-child ratios of one-to-ten and maximum group size of 20 children with the staff being supervised by a licensed early childhood teacher.
 - Briefly describe how the prekindergarten or preschool instructional program is provided and how ratios and group size are provided to ensure a high-quality early learning program.
 - For each prekindergarten and preschool instructional class, describe staff licensure area and Minnesota teaching license file folder number and other credentials, as appropriate.
- VI. Teacher Content Knowledge: Have teachers knowledgeable in early childhood curriculum content, assessment, and instruction.
 - Describe licensed staff training/professional development specific to early learning curriculum, instructional practices and assessment that has been completed in the past five year.
- VII. Early Childhood Health and Developmental Screening: Ensure participating children have completed health and developmental screening within 90 days of program enrollment under [Minnesota Statutes, sections 121A.16 to 121A.19](#).
 - Provide a description of how and where participating children receive health and developmental screening either through a traditional school district or comparable screening from health care provider (such as a Child and Teen Checkups) if the charter

school is not providing the early childhood health and developmental screening program. It is not necessary for the charter school to provide the early childhood health and developmental screening, but must describe how children receive the comprehensive health and developmental screening to identify possible problems that may interfere with children's learning.

- Provide a plan for those children who do not successfully complete early childhood screening.

Submission Instructions (NEW!):

- Supplemental affidavits **must be submitted to MDE by 11:59 p.m. at least 14 months before July 1 of the year the new charter school plans to serve students.**
- Only complete affidavits will be reviewed.
- The commissioner then has 60 business days to review and comment on the affidavit.
- If not initially approved, the authorizer then has 20 business days to address, to the commissioner's satisfaction, any deficiencies in the initial affidavit.
- The commissioner must then notify the authorizer of final approval or disapproval within 15 business days after receiving the authorizer's response to the deficiencies in the affidavit.
- The commissioner's approval or disapproval of a new school affidavit is final.
- Page numbers should be included throughout the submission. Identify and sequence materials **in order** according to the outline above.
- When completing forms, type requested information into grey form fields **before** printing. Double-check to make sure all required signatures are present and visible.
- Assurance and Certification forms (Forms 4 and 5) need to be signed and dated by appropriate parties before being scanned with other elements.
- Submit affidavits electronically. Scan all elements **as one PDF** and email the PDF submission (as a single attachment) to: mde.charterschools@state.mn.us.
- MDE will confirm receipt within two business days of submission. Please contact Lisa Notermann at mde.charterschools@state.mn.us or by phone at (651) 582-8297 if a confirmation is not received within two business days of submission or with questions about a submission.

New Charter School Affidavit Cover Sheet – Form 1

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

Name of Primary School Contact	New School Contact Information (Mailing address, phone number and email address)
Authorizer Liaison's Name	Authorizer Information (Mailing address, phone number and email address)
Proposed Opening Date	Where will the School be Located? (If applicable, list addresses of potential sites being considered)
<p>Is this new charter school a conversion of an existing district public school (Minn. Stat. § 124E.06, Subd. 6)? If "yes", attach a separate sheet with an explanation.</p> <p><i>A conversion request is considered only with evidence of a petition from at least 60% of a school's full-time teachers seeking conversion and approved public school district (authorizer) board meeting minutes recognizing the petition.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Will this new charter school include an Early Learning Program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, check all that apply below.)</p> <p><input type="checkbox"/> Early Childhood Health and Developmental Screening (Must complete Part F of the new charter school affidavit instructions)</p> <p><input type="checkbox"/> Preschool instructional program (not prekindergarten) for children ages 3-5 years (Must complete Part G of the new charter school affidavit instructions)</p> <p style="margin-left: 20px;">Anticipated size of preschool instructional program: _____(enter estimated number of children to be served annually)</p> <p><input type="checkbox"/> Prekindergarten instructional program for four-year-olds to prepare children for entry into kindergarten the following year (Must complete Part G of the new charter school affidavit instructions)</p> <p style="margin-left: 20px;">Anticipated size of pre-kindergarten instructional program: _____(enter estimated number of children to be served annually)</p>	
<p>Is this new charter school planning to incorporate online, digital or blended learning? If yes, an additional application and approval from MDE Online Learning may be required – contact mde.onlinelearning@state.mn.us for more information.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is this new charter school planning to incorporate project-based learning ? If yes, an additional application is required – contact Kari-Ann.Ediger@state.mn.us for more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this new charter school planning to incorporate work-based learning ? If yes, an additional application may be required – contact michael.mitchell@state.mn.us for more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grade Levels School will Serve when Fully Enrolled (elementary and/or secondary grades)	Number of Students School will Serve when Fully Enrolled (elementary and/or secondary grades)

Complete the following table to identify the number of students expected to attend the school each year by grade level (elementary and/or secondary students only).

Year of Operation	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
One														
Two														
Three														
Four														
Five														
Six														
Seven														
Eight														
Nine														
Ten														

New Charter School Affidavit Authorizer Eligibility Certification – Form 2

***Important Note:** Documents requested in this form are to be dated within one year of the date the authorizer submits an affidavit.

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

Check the appropriate box (Minn. Stat § 124E.05, Subd. 1):

- Independent school district school board, intermediate school district board, or education district organized under Minnesota Statutes, sections 123A.15 to 123A.19.**
- Charitable organization under section 501(c)(3) of the Internal Revenue Code of 1986 (exclusions apply; see Minn. Stat § 124E.05, Subd. 1 for complete information.)**
Include the following documentation immediately after this form; clearly label each attachment:
Attachment A: Documentation of the authorizer's *current* status under section 501(c)(3) of the Internal Revenue Code of 1986. TIP: Search the [IRS website](#), print results screen with date.
Attachment B: Documentation to evidence the authorizer's *current* membership with the [Minnesota Council of Nonprofits](#) or the [Minnesota Council on Foundations](#) (membership must be active when the affidavit is submitted).
Attachment C: Documentation of the authorizer's "active" registration with the Office of the Minnesota Attorney General when the affidavit is submitted to MDE. TIP: Search the [Attorney General's website](#), print results screen with date.
Attachment D: Documentation to evidence the organization has been incorporated in the state of Minnesota and has been operating continuously as a nonprofit for at least five years from the date of affidavit submission. TIP: Search the [Minnesota Business and Lien System](#) on the Minnesota Secretary of State's website, print results screen with date.
Attachment E: Documentation to verify the organization does not operate a charter school. TIP: Include a signed letter, on organizational letterhead, to verify this requirement.
- Institution of higher education; check the authorizer category the organization meets:**
- Minnesota private college that grants two- or four-year degrees and is registered with the Minnesota Office of Higher Education under Minnesota Statutes, section 136A;
 - Community college, state university, or technical college, governed by the Board of Trustees of the Minnesota State Colleges and Universities; or
 - The University of Minnesota.
- Chambers of Commerce, Boards of Trade, Exchanges** – a nonprofit corporation subject to chapter 317A, described in section 317A.905, and exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code of 1986, may authorize one or more charter schools if the charter school has operated for at least three years under a different authorizer and if the nonprofit corporation has existed for at least 25 years.
Include the following documentation immediately after this form; clearly label each attachment:
Attachment A: Documentation of the authorizer's *current* status under section 501(c)(6) of the Internal Revenue Code of 1986. TIP: Search the [IRS website](#), print results screen with date.
Attachment B: Documentation to evidence the organization has been incorporated in the state of Minnesota and has been operating continuously as a nonprofit for at least 25 years from the date of affidavit submission. TIP: Search the [Minnesota Business and Lien System](#) on the Minnesota Secretary of State's website, print results screen with date.
- Single Purpose Authorizer (Check the authorizer category the organization meets below):**
- Charitable, nonsectarian organization under section 501(c)(3) of the Internal Revenue Code under section 317A as a corporation with no members
 - Charitable organization under section 501(c)(3) of the Internal Revenue Code under section 322B.975 as a nonprofit limited liability company for the sole purpose of chartering schools
- Include the following documentation immediately after this form; clearly label each attachment:**
Attachment A: Documentation of the authorizer's *current* status under section 501(c)(3) of the Internal Revenue Code of 1986. TIP: Search the [IRS website](#), print results screen with date.
Attachment B: Documentation of the authorizer's "active" registration with the Office of the Minnesota Attorney General when the affidavit is submitted to MDE. TIP: Search the [Attorney General's website](#), print results screen with date.

New Charter School Affidavit School Founders Contact Information – Form 3

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

Provide information for individuals directly and significantly involved in the development of this new charter school (e.g., founders, board members and developers). ¹				
Name	Phone Number	Email Address	New School Board Member (check if board member or intending to serve as a board member) ²	Minnesota Teacher License File Folder & Expiration Date (if applicable) ³
			<input type="checkbox"/>	

¹ Include only **primary** school founders and developers on this list; please do **not** include persons merely consulted in the development of the new school or the authorizer liaison on this list.

² Minnesota Statutes, section 124E.07, Subdivision 1 stipulates that: *The operators authorized to organize and operate a school, before entering into a contract or other agreement for professional or other services, goods, or facilities, must establish a board of directors composed of at least five members who are not related parties until a timely election for members of the ongoing charter school board of directors is held according to the school's articles and bylaws under subdivision 4.*

³ Minnesota Statutes, section 124E.06, Subdivision 1(a) stipulates that: *An authorizer...may charter a licensed teacher under section [122A.18, subdivision 1](#), or a group of individuals that includes one or more licensed teachers under section [122A.18, subdivision 1](#), to operate a school subject to the commissioner's approval of the authorizer's affidavit under subdivision 4.*

New Charter School Affidavit Authorizer Assurance and Certification – Form 4

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

Pursuant to Minnesota Statutes, section 124E, the authorizer assures the commissioner of education that the authorizing organization will: (initial each line)

Ensure that the charter school’s primary purpose is to improve all pupil learning and all student achievement per Minnesota Statutes, section 124E.01, Subdivision 1.

Monitor the charter school’s compliance with all applicable federal, state and local laws, ordinances, rules, regulations and provisions governing the operation of a charter school in Minnesota should the new school affidavit be approved by the commissioner of the Minnesota Department of Education.

Arrange a contract with the school that meets the provisions of Minnesota Statutes, section 124E.10, Subdivisions 1 and 3(c), including defining “the rights and responsibilities of the charter school for governing its educational program, controlling its funds, and making school management decisions.”

Abide by its “process to be used for providing ongoing oversight of the school consistent with the contract expectations that assures that the schools chartered are complying with both the provisions of applicable law and rules, and with the contract” from the organization’s commissioner-approved authorizer application.

Follow its “process for making decisions regarding the renewal or termination of the charter school based on evidence that demonstrates the academic, organizational, and financial competency of the school, including its success in increasing student achievement and meeting the goals of the charter school agreement” from the organization’s commissioner-approved authorizer application.

Along with the new charter contract, complete and submit to the commissioner of the Minnesota Department of Education the Authorizer Assurances relating to leases with sectarian organizations and other matters regarding the accommodation of religion in public schools.

(Only if affidavit includes an Early Learning Program) Provide oversight to preschool and/or prekindergarten instruction and early childhood health and developmental screening as determined by the commissioner of the Minnesota Department of Education, and ensure that the charter contract is amended to include all early learning programs offered by the charter school.

Certification: I hereby assure and agree to fully comply with the above assurances and all applicable federal, state and local laws, ordinances, rules, regulations and provisions governing the authorization of a charter school and will submit documents and certifications as required of approved authorizers in Minnesota.

Authorizer’s Identified Official with Authority

(Provide the name, title and signature of person with legal authority to certify on behalf of the authorizer.)

Name:	Title:
Signature:	Date:

**New Charter School Affidavit
 School Assurance and Certification – Form 5**

NAME OF APPROVED AUTHORIZER:

NAME OF NEW CHARTER SCHOOL:

Pursuant to Minnesota Statutes, section 124E, the charter school assures the commissioner of education that the charter school will: (initial each line)

Ensure that the charter school’s primary purpose is to improve all pupil learning and all student achievement per Minnesota Statutes, section 124E.01, Subdivision 1.

Comply with all applicable federal, state and local laws, ordinances, rules, regulations and provisions governing the operation of a charter school in Minnesota should the new school affidavit be approved by the commissioner of the Minnesota Department of Education. If approved, the applicant will operate the new charter school according to the terms and conditions of this affidavit and the charter contract with the school’s authorizer.

In June of the year prior to opening, along with the school’s official enrollment projections, complete and submit to the commissioner of the Minnesota Department of Education the Assurances for Charter Schools relating to leases with sectarian organizations and other matters regarding the accommodation of religion in public schools.

(Only if affidavit includes the Early Childhood Health and Developmental Screening program) By July 15 of each year, provide a year-end report to the MDE Division of Early Learning Services specifically addressing the provision of preschool and/or prekindergarten instruction and early childhood health and developmental screening as determined by the commissioner of the Minnesota Department of Education.

Certification: I hereby assure and agree to fully comply with the above assurances and all applicable federal, state and local laws, ordinances, rules, regulations and provisions governing the operation of a charter school and will submit documents and certifications as required of charter schools in Minnesota.

School’s Identified Official with Authority

(Provide the name, title and signature of person with legal authority to certify on behalf of the new school, usually the board chair or lead developer most likely to become board chair.)

Name:	Title:
Signature:	Date: