|  |  |
| --- | --- |
| Educational institution name: |       |

|  |
| --- |
| **New School Questionnaire** |

|  |  |
| --- | --- |
| 1. Open date: |      **/**     **/**      |
| 2. Initial enrollment |       |
| 3. Projected enrollment in 3 years? |       |
| 4. Initial grades served? |       |
| 5. Grades served by year three? |       |
| **Management** |  |
| 6. Is a management team involved with the opening and operation of the school?  | Yes [ ]  | No [ ]  |
|  If “yes”, who is the management company? |       |
|  Describe their experience: |
|  |       |
|  |       |
| **Property** |  |
| 7. Will the school occupy a new or existing building? |       |
|  If an existing building, was the original purpose designed to be a school? | Yes [ ]  | No [ ]  |
| 8. Is the building owned or leased? |       |
| 9. Will the school be occupying this space with other tenants? | Yes [ ]  | No [ ]  |
|  Additional details: |       |
| **Policies** |
| 10. Are written policies and procedures in place? | Yes [ ]  | No [ ]  |
|  If “yes”, please attach copy. |
| **Funding** |
| 11. Who is funding the new school? |       |
| 12. Who is sponsoring the new school (charters only)? |       |
| **Prior coverage** |
| 13. Has any prior insurance been in place? | Yes [ ]  | No [ ]  |
|  If “yes”, has coverage been canceled or non-renewed? | Yes [ ]  | No [ ]  |
|  Details: |       |
| 14. Have operations occurred prior to seeking insurance? | Yes [ ]  | No [ ]  |
| Additional details: |
|       |
|       |
| **\*\*PLEASE INCLUDE RESUMES OF THE MANAGEMENT TEAM, BUSINESS PLAN, AND BUDGET/FINANCIALS**  |