



# LIMESTONE CHARTER ASSOCIATION

CHARTER SCHOOL  
TRANSFER APPLICATION  
2024-2025

Thank you for your interest in applying to the Limestone Charter Association (LCA). LCA is committed to the highest levels of quality for itself and the schools it authorizes. LCA’s work is guided by the mission to serve as the cornerstone of charter school authorizing in South Carolina and to facilitate a positive, educational environment that fosters school autonomy through support and oversight to its member schools. This document outlines the process, timeline, and required documentation needed to satisfy the transfer process.

In deciding to approve a school’s transfer request, LCA will evaluate the school’s historical academic performance, fiscal soundness, operational compliance, and board governance. The process is designed to provide LCA staff with the necessary documentation to make an informed recommendation to the LCA Board of Trustees, who either approve or deny the transfer request.

<b>REVIEW PROCESS OVERVIEW</b>	
<b>Task</b>	<b>Details</b>
Submit Signed Resolution to Transfer to LCA	<p>The charter school’s board of trustees votes on the proposed transfer request in a public meeting. A fully executed resolution is created requesting transfer to LCA.</p> <p>Email the resolution to transfer to: Donna Manning at <a href="mailto:dmanning@limestonecharters.org">dmanning@limestonecharters.org</a></p> <p><b><i>Once received, LCA will send a secure link for a transfer application upload folder.</i></b></p>
Submit Transfer Application Documents to New Authorizer	<p>The charter school submits the Charter School Transfer Application via the secure upload folder provided by LCA.</p> <p><b><i>LCA will reach out to the designated Transfer Application POC if any items are missing or need clarification.</i></b></p>
LCA Staff Review of Transfer Request Documents	<p>After receiving a complete transfer application, LCA staff will conduct a comprehensive review of the submitted Charter School Transfer Application.</p>
LCA Staff Recommendation Meeting	<p>After the transfer review process is complete, LCA will schedule a meeting with the school to share the LCA staff recommendation which will be presented to the LCA Board.</p>
LCA Board Hearing	<p>LCA Board shall act on the submitted Charter School Transfer Application in a public meeting.</p>
SCDE Notification	<p>LCA shall provide the South Carolina Department of Education with notice of any approved transfer requests.</p>

## REQUIRED TRANSFER APPLICATION DOCUMENTS

The transfer application and all supporting documents for the eight (8) sections below must be submitted electronically via the secure folder provided by LCA no later than TBD. Use the titles below to label your uploaded documents.

Required Transfer Documents	Details	Resources
1. TRANSFER RESOLUTION	Submit the fully executed resolution from the charter school's board to transfer to LCA to Donna Manning at: <a href="mailto:dmanning@limestonecharters.org">dmanning@limestonecharters.org</a>	
2. COVER PAGE	Complete and upload the <i>Cover Page Template</i> .	<a href="#">Cover Page Template</a>
3. CURRENT CHARTER	<input type="checkbox"/> Upload a copy of your current charter <b>(Word Format)</b>	
4. FINANCE	<input type="checkbox"/> Upload a copy of the budget for the current year (2023-2024). <b>(Excel Format)</b> <input type="checkbox"/> Upload a copy of the approved budget for the 2024-2025 school year. <b>(Excel Format)</b> <input type="checkbox"/> Upload copies of the school's two (2) most recent audits. <input type="checkbox"/> <u><i>If applicable:</i></u> Upload the <i>Audit Findings Table</i> to include a list of any audit findings and an explanation/context for any findings. <input type="checkbox"/> Complete and upload the <i>Three-year Enrollment Projection Template</i> .	<a href="#">Audit Findings Table</a>  <a href="#">Three-year Enrollment Projection Template</a>
5. OPERATIONS	<input type="checkbox"/> Submit an organizational chart that provides a graphic representation of the school and clearly delineates the roles, responsibilities, and reporting structure. <input type="checkbox"/> <u><i>If applicable:</i></u> Provide a copy of the contract between the school and any Charter Management Organization (CMO), Education Management Organization (EMO), or Education Service Provider (ESP).	

<b>6. GOVERNANCE</b>	Complete and upload the <i>Board Governance Template</i> .	<a href="#">Board Governance Template</a>
<b>7. SANCTIONS, CORRECTIVE ACTION PLANS &amp; LITIGATION</b>	<input type="checkbox"/> Explain any performance deficiencies or compliance violations with applicable state or federal laws that have led to formal notification by your current authorizer or any governmental body which have led to interventions, sanctions, or corrective action plans in the last three years. Explain the current status of any sanctions and/or describe how such deficiencies or violations have been resolved. <input type="checkbox"/> Provide a list of any current or past litigations or judgements against the school and supporting documentation if necessary.	
<b>8. ADDITIONAL INFORMATION</b>	<input type="checkbox"/> Provide any other information you want to share with LCA to support your transfer request.	