LISC Charter School Due Diligence Checklist

**School Information**
1. Current charter agreement (showing approved grade span and enrollment, etc.)
2. Most recent authorizer renewal and/or site visit report
3. Current enrollment and waitlist by grade
4. Residing district breakdown of students
5. Student attendance, student attrition and teacher attrition rates for past three years
6. Last three audits, including management letter and supplements
7. Most recent internal quarterly financial statements
8. Board-approved annual budget for current fiscal year with year-to-date actual comparisons
9. Multi-year budget projections/pro forma in Excel with active formulas and assumptions/back-up worksheets
10. Per pupil funding rate for three most recent years and current year and supporting documentation (if available)
11. Organization chart for school and network/CMO (if applicable)
12. Copy of management agreement if school is part of a CMO
13. Key staff member biographies
14. Board list with affiliations and/or biographies
15. List of Board committees and membership
16. Description of previous real estate development experience (if applicable). If borrower is a real estate developer, please provide detailed schedule of projects developed, project type (i.e., new construction, rehabilitation; charter vs. other); total project costs; status of projects (i.e., predevelopment, in construction, occupied, etc.)

**Project Information**
17. Status of site (site selection, under site control, purchase option, etc.)
18. Project address
19. Description of project: new construction/rehab., proposed square footage, # of classrooms, # of floors, athletic/recreation facilities, green features, etc.
20. Project Sources and Uses, including status of all sources
21. Detailed project budget including hard and soft costs
22. Status of zoning, permits, other governmental approvals
23. Project development milestones (i.e., acquisition, construction start and completion, occupancy) and target dates
24. Appraisal and environmental assessments, if completed