

## OPTION 3 MEMBERSHIP PROCESS

AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	
Pre-Application		Application & Interview			Notification & Appeals						OPTION 3 MEMBERSHIP BEGINS *	

	STEP	DESCRIPTION
Pre-Application	<b>INFORMATION AND INTEREST</b>	Charter school schedules call with the Director of Charter Operated Programs at: <a href="https://bit.ly/Option3MembershipInterest">https://bit.ly/Option3MembershipInterest</a>
	<b>COMPLIANCE SCREEN</b>	The Charter Operated Programs team will complete a compliance screen focused on Master Calendar (#2559) and SER300L(A) (#2941) reports and any Charter Schools Division (CSD) notices. Charter schools will be notified if they fall outside of the goals of the compliance screen and will be required to submit documentation indicating how compliance concerns will be addressed.
Application & Interview	<b>APPLICATION OPENS</b>	Charter schools that complete the steps above will be given access to the Option 3 membership application.
	<b>APPLICATION CLOSES</b>	Charter schools that wish to submit an Option 3 membership application must do so by the deadline.
	<b>SITE VISIT</b>	Membership Committee site visits scheduled with schools interested in Option 3 membership.
	<b>INTERVIEWS</b>	Option 3 membership interviews will be conducted virtually.
Notification & Appeals	<b>MEMBERSHIP NOTIFICATION</b>	Option 3 Executive Board approves committee recommendations for membership at the start of the next fiscal year.
	<b>APPEALS</b>	Charter schools not confirmed for Option 3 membership may submit a letter of appeal to the Director's Advisory Committee for an additional review.
	<b>SIGNATURES</b>	Charter schools must submit their signed Option 3 Memorandum of Understanding before the start of the next fiscal year.
*	<b>MEMBERSHIP BEGINS</b>	Option 3 membership change takes effect with LAUSD at the start of the new fiscal year.