



NEW HAMPSHIRE PUBLIC CHARTER SCHOOLS PROGRAM STARTUP PROCESS CHECKLIST

Once a charter school developer receives authorization by the State Board of Education to move forward with establishing a charter school, the following steps are required before state/federal funds can be released:

DONE 	FORM/ITEM	SPECIAL INSTRUCTIONS
		<p>In accordance with RSA 194-B:1, IV, a public charter school operates as a nonprofit secular organization under a charter granted by the State Board of Education and in conformance with New Hampshire Chapter 194-B Chartered Public Schools.</p> <p>New Hampshire Statute RSA 194-B:5 pertains to the authority and duties of the Board of Trustees of a public charter school.</p>
	FILE NONPROFIT STATUS WITH NEW HAMPSHIRE SECRETARY OF STATE	<p>To start the process of filing for nonprofit status, click on the following link: http://www.sos.nh.gov/corporate/Nonprofitforms.html</p> <p>**PLEASE NOTE: All charitable non-profit organizations, with the exception of churches, are required to register with and report to the New Hampshire Attorney General Charitable Trusts Unit. See RSA 7:21, II (b) for the determination of a charitable organization.</p> <p>More information (forms, guidelines, publications) can be found at: https://www.doj.nh.gov/charitable-trusts/</p>
	VENDOR APPLICATION / ALTERNATE W-9	<p>A vendor number is required to receive state/federal funds; therefore, a vendor application must be completed and submitted.</p> <p>ELECTRONIC LINK FOR SUBMITTAL: https://admin.state.nh.us/purchasing/vendorregistration/(S(3dr5oa45q0m3yn45t4nhub55))/welcome.aspx</p> <p>PLEASE NOTE: The W-9 form will automatically populate upon completion of the online vendor application.</p> <p><i>Upon receiving a vendor number from the State of NH, please notify the Charter School Office of your assigned number</i></p>
	STATE TREASURY ACH ENROLLMENT FORM FOR DIRECT DEPOSIT*	<p>ELECTRONIC LINK FOR SUBMITTAL: http://www.nh.gov/treasury/Divisions/ACH/ACHEnrollmentForm.pdf</p> <p>This form* is submitted to the New Hampshire State Treasury. DO NOT submit form to the NH Department of Education.</p>
<i>Checklist continued on next page</i>		

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	REQUEST FORM FOR DISTRICT & SCHOOL IDENTIFICATION NUMBERS	Completed form is used to assign identification numbers for a newly authorized public charter school by the Office of Information Technology and NHDOE business office. Please return completed via email to the charter school office for processing.
	CREATE USER ACCOUNT FOR MYNHDOE SINGLE SIGN ON SYSTEM	<p>Please go to the following link to create a new user account for the myNHDOE Single Sign On System: https://my.doe.nh.gov/myNHDOE/Login/Login.aspx</p> <p>The Single Sign On system (SSO) is a portal used by education personnel to access and submit school data. Each user creates an individual account to access the portal. The SSO supports the following applications for data collection (this is not a full list):</p> <ul style="list-style-type: none"> • Online Grants Management System is a web-based application that allows NHDOE and designated school staff to track the status of federal funds. This includes creating budget applications and submitting monthly expenditures for reimbursement <p>Once school is open to students, designated staff will need access to (not a full list):</p> <ul style="list-style-type: none"> • Beginning of Year (BOY) report • End of Year (EOY) report • English for Speakers of Other Languages (ESOL) Reporting • New Hampshire Educator Information System • Education Statistics System • State Assigned Student Identification (SASID)
	CONTACT INFORMATION	Return completed form to the charter school office
	GENERAL ASSURANCES	<p>In order to receive federal funds, please complete the Signature Page (last page of document). <u>Please mail only the completed Signature Page to:</u> Office of Audit and Technical Assistance, NH Department of Education, 101 Pleasant Street, Concord, NH 03301</p> <p>***SIGNATURE MUST BE IN BLUE INK***</p>
	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER	<p>DUNS # is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns a DUNS # for each physical location of a business. Federal grantees can receive a DUNS # at no charge and, typically, within 24-72 business hours when using the D&B web form process at: http://fedgov.dnb.com/webform</p> <p>Once the school has received an assigned DUNS#, please provide the number to the charter school office.</p>