Type I-PS Charter Schools
Pass – Through with PeopleSoft
Required Documentation

LACOE offers funding disbursement and use of the PeopleSoft Financial System.

All documents and forms should be submitted electronically to sfs_bcsu@lacoe.edu

Documents
- Charter Petition
- Copy of Articles of Incorporation bearing the seal of the Secretary of State, if your Charter is affiliated with a Non-Profit Public Benefit Corporation
- Board Minutes Approving school
- Federal Tax ID Letter

Forms
- General Application for Charter Schools (digital/e-signature)
- Bulletin Distribution Form (digital/e-signature)
- Certification of Signatures (wet signature)
- Charter School Funds Distribution (digital/e-signature)
- Charter School Intentions (digital/e-signature)
- Commercial Warrant Approval Resolution (digital/e-signature)
- District Security Administrator and Alternate Letter format (wet signature)
- PeopleSoft Operator Security Request — (one for each PeopleSoft user) (wet signature)
- RAD User Security — (one for each RAD user) (wet signature)
- Resolution to Issue Funds (digital/e-signature)
- Introduction & Authorized Signatures (wet signature)