



## Letter of Intent to Apply for Authorization of a Tennessee Public Charter School

All applicants must file a Letter of Intent at least 60 days prior to the application deadline of February 1. Therefore, this form must be completed and delivered to the applicant's local board of education and the Tennessee Department of Education (TDOE) no later than **December 3**. When the December 3 deadline falls on a Saturday, Sunday, or State observed holiday, the letter of intent is due on the next business day.

Submit the letter of intent to TDOE via email to [Charter.Schools@tn.gov](mailto:Charter.Schools@tn.gov). Contact the local board of education to determine how to submit the letter of intent.

**Name of Charter School:** \_\_\_\_\_

**Authorizer of Charter School:** \_\_\_\_\_

**Sponsor/Sponsoring Entity:** \_\_\_\_\_

**Model or Focus of Charter School:** \_\_\_\_\_

Provide the name of the person who will serve as **the primary contact** for the application. **The primary contact** should serve as the contact for follow-up, interviews, and notices regarding the application.

**Name of Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Primary Telephone:** (\_\_\_\_\_) \_\_\_\_\_

**Alternate Telephone:** (\_\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Name of School Leader(if known):** \_\_\_\_\_

Replication Application  Yes  No

The applicant is an existing charter school in the ASD.  Yes  No

**Projected Year of School Opening with the Identified Authorizer:** \_\_\_\_\_

**Enrollment Projections**

	<b>Grade Levels</b>	<b>Total Student Enrollment</b>
<b>Year One</b>		
<b>Year Two</b>		
<b>Year Three</b>		
<b>Year Four</b>		
<b>Year Five</b>		
<b>Year Six</b>		
<b>Year Seven</b>		
<b>Year Eight</b>		
<b>Year Nine</b>		
<b>Year Ten</b>		

**Current Leadership**

List all current and identified board members and their intended roles on the table below (adding rows as needed).

<b>Full Name</b>	<b>Current Job and Employer</b>	<b>Focus/Expertise*</b>

*\*Community Service/Outreach, Legal Expertise/Attorney, Public Relations, Education, Management/Organizational Experience, Parent/Community Involvement, Finance, Marketing, Fundraising/Grant Writing, Personnel/Human Capital, Other (please elaborate)*

**Please attach an abstract for the school (two pages maximum), addressing the following elements:**

- Mission and vision for the school;
- Academic focus and plan;
- The need for the school;
- The targeted population of students;
- Community outreach completed or planned; and
- Individual or organizational history of success/accomplishments in education.

## Applicant Eligibility

Tennessee law limits who may sponsor a charter school and prescribes what type of entity may operate a charter school (T.C.A. § 49-13-106). Please read the following statements and check the box to confirm eligibility to submit an application and verify the status of, or plans for, the governing body.

- The sponsor of this charter school is not: "a for-profit corporation;" "a nonpublic school, as defined in T.C.A. § 49-6-3001, or other private, religious, or church school;" and, the proposed charter school is not cyber-based.

Charter schools must be operated by entities that are exempt from federal taxation under § 501(c)(3) of the Internal Revenue Code. Please check one of the following, as applicable:

- The sponsor of this charter school is a not-for-profit organization with 501(c)(3) status.
- The sponsor of this charter school is a not-for-profit organization and has applied for 501(c)(3) status.
- I will provide evidence of non-profit incorporation and 501(c)(3) status at the time of contracting with the chartering authority.

The complete Tennessee Public Charter Schools Act is contained in T. C.A. §§ 49-13-101 through 145. You can access Tennessee laws [here](#).

## Conflict of Interest

Please identify any potential conflicts of interest that you or any board member may have in the space below. This is in alignment with best practices for both non-profit and charter school governance and is also aligned with Tennessee Charter Law §49-13-111(f), which states "with regard to conflicts of interest, the governing body of a charter school shall be subject to TCA §§ 12-4-101 and 12-4-102." These portions of Tennessee law govern public contracts and personal interests of officers and boards of directors.

By my signature below, I affirm that all of the above statements are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date