



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 (Tenn. Code Ann. § 49-13-107(a)). 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. 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): _____

Projected Year of School Opening with the Identified Authorizer: _____

Applicants must indicate the category type of their proposed school application below. Use the descriptions provided in the chart to identify your application type. The category selected by the applicant will be verified by the authorizer in accordance with State Board Rule 0520-14-01-.01. The applicant category selected in the Letter of Intent and verified by the authorizer will determine which sections of the new charter application must be completed.

Indicate Applicant Type: (Please check only one box)

- New-Start Applicant (Category 1)
- Sponsor of Existing TN School Proposing New School with Change in Focus/Grade (Category 2)
- Out-of-State Sponsor (Category 2)
- New Sponsor Proposing Multiple Schools (Category 2)
- Sponsor of Existing TN School Proposing to Replicate (Category 3)
- Sponsor of Existing School in the ASD Seeking Authorization from Its Home LEA (Category 4)

Category	Applicant Type	Description
1	New-start applicant	Sponsor with no currently authorized schools proposing to start a new school in Tennessee
2	Existing Tennessee sponsor proposing a new school with a change in focus/grade structure OR Out-of-state sponsor OR New sponsor proposing multiple schools	Sponsor with at least one school currently authorized in Tennessee proposing to start a new school with a change in focus and/or grade structure from the existing school OR Sponsor with at least one school currently operating outside of Tennessee and no schools currently authorized in Tennessee proposing to start a new school in Tennessee OR Sponsor with no schools currently authorized in Tennessee proposing to start two or more schools in Tennessee within the same application cycle
3	Existing Tennessee sponsor proposes to replicate an existing school	Operator with at least one school currently authorized in Tennessee proposing to start a new school with no material change in focus or grade structure from an existing school
4	Existing sponsor of a charter school in the Achievement School District (ASD) seeking authorization from its home LEA	Sponsor with an existing school in the ASD proposing to exit the ASD and transition to its home LEA pursuant to an ASD School Exit Plan

Enrollment Projections

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

Current Leadership

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

Full Name	Current Job and Employer	Focus/Expertise*

*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 ([Tenn. Code Ann. § 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 Tenn. Code Ann. § 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 Tenn. Code Ann. §§ 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, Tenn. Code Ann. § 49-13-111(f), which states "[w]ith regard to conflicts of interest, the governing body of a public charter school shall be subject to [Tenn. Code Ann.] §§ 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