



Letter of Intent

Applying for an Existing ASD School Sponsor
Seeking Authorization from their Home LEA
for the 2025-26 School Year

Tennessee Department of Education | Updated October 2023

Letter of Intent Submission Instructions

Letter of Intent

Prior to submitting an application, all applicants must file a letter of intent. The letter of intent must be submitted at least 60 days prior to the application deadline of February 1.¹ Therefore, the letter of intent 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.

Letter of Intent Submission

The letter of intent shall be electronically filed with the Tennessee Department of Education and the local board of education. If applying for authorization of more than one school, a letter of intent is required to be filed for each school.

- To submit to the Tennessee Department of Education:
 - The electronic file shall be uploaded to a secure TNCloud website. The webpage will close once the deadline set by [Tenn. Code Ann. § 49-13-107\(a\)](#) for submission has passed.
 - To upload, please visit the link and password below for to your proposed LEA:
 - [Hamilton County Schools](#) (pw: HamiltonUpload)
 - [Knox County Schools](#) (pw: KnoxUpload)
 - [Memphis-Shelby County Schools](#) (pw: MSCSUpload)
 - [Metro Nashville Public Schools](#) (pw: MNPSUpload)
 - [Rutherford County Schools](#) (pw: RutherfordUpload)
 - [Unlisted County](#) (pw: TennesseeUpload)
 - The upload file should be named using the following structure: "LOI – *School Name* 2024" (ie. LOI – TDOE Academy 2024)
 - The department will email the primary contact listed on your letter of intent within 48 hours to confirm receipt and share the link and password for application submission.
- To submit to the local board of education for which the applicant is planning to apply, please contact the authorizer for information regarding how to submit the letter of intent.

¹ [Tenn. Code Ann. § 49-13-107\(a\)](#)

Letter of Intent

Application for Authorization of a Tennessee Public Charter School

Updated: October 2023

General Information

Name of Charter School	
Sponsor / Sponsoring Entity	
Model or Focus of School	
Proposed Authorizer of Charter School	
Projected Year of School Opening with the Identified Authorizer	
Name of School Leader	

Primary Contact

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 Primary Contact	
Mailing Address	
Mailing Address Line 2	
City, State, Zip Code	
Primary Telephone	
Alternate Telephone	
E-Mail Address	

Current Leadership

List all current board members and their roles in the table below, adding rows as needed.

Full Name	Address	Current Employer and Role	Focus / Expertise ¹

Abstract

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

- Mission and vision for the school
- Academic focus and plan
- The population of students served
- Community outreach completed; and
- History of the existing school's academic success / other notable accomplishments

¹ Examples: 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)

Applicant Eligibility

Tennessee law limits who may sponsor a charter school and prescribes what type of entity may operate a charter school². Please read the following statements and check the box to confirm eligibility to submit an application and verify the status of 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\(c\)\(3\)\(A\)](#), 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

² [Tenn. Code Ann. § 49-13-106](#)

The complete Tennessee Public Charter Schools Act is contained in [Tenn. Code Ann. §§ 49-13-101 through 145](#).

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

Date

Printed Name of Authorized Representative

Title of Authorized Representative