# Preliminary Exploration

NO

YES

YES

#### Communication and Networking

Begin building a relationship with potential authorizers to understand their process and expectations

Network with other charter schools

Development and Process Identify the vision and mission Begin marketing the idea

Form the steering committee

Explore pre-startup funding resources Verify need and support

Draft a projected timeline

#### Training and Education

Become familiar with [TDOE](http://www.tennessee.gov/education/fedprog/fpcharterschls.shtml), [TCSA](http://www.tncharterschools.org/), and

the [Charter School Incubator](http://www.tncharterschools.org/)

Access [application documents](http://www.tennessee.gov/education/fedprog/Charter_Sch_App.shtml)

Attend [TDOE/ASD Training](http://www.tennessee.gov/education/fedprog/Charter_Sch_App.shtml)

Re-engage in the process of defining support and need for the school

Are resources, support, and need sufficient?

Is the founding group prepared to commit the time and energy required for start-up?

 NO

OR

Reassess application timeline

Step 1: Initial Draft of the Application

Communication and Networking Contact potential authorizers for procedures and timelines

Inform and educate prospective parents

Seek application assistance

Request a “friendly read and feedback” from network schools and support organizations

Contact real estate professionals / Research facility options

#### Development and Process

Assign tasks and develop a work plan for writing the application

Circulate and edit the draft internally

Develop a preliminary budget and explore pre- startup funding

Refer to rubrics and checklists to ensure a

comprehensive and complete application

#### Training and Education

Attend workshops and start-up grant training

Calendar of conferences and trainings Research authorizer review processes

Research and review legal structure requirements

Required reading

Re-engage in the editing process

OR

Do you think you have a strong application? Does your “friendly reader” think the same?

YES

Reassess application

timeline

Step 2: Obtain Assistance/Feedback

Communication and Networking Commit to [NACSA’s Quality Standards](http://www.qualitycharters.org/publications-resources/principles-standards) and those of the TDOE

Contact support organizations for review and feedback

Continue contact with the potential authorizer

to verify any pre-review requirements

Submit a Letter of Intent to the potential authorizer, as applicable

#### Development and Process

Edit and revise the application based on feedback

Submit to support organizations for a second reading and revision

#### Training and Education

Attend workshops and trainings Research and review program structure requirements

Seek expertise in areas of weakness Required reading

Re-engage in the process of incorporating feedback to create a complete

Have you developed a complete and comprehensive application package?

Have you appropriately incorporated feedback?

 NO

package

OR

Reassess application timeline

Step 3: Submit to the Authorizer

Appeal to Treasurer and/or State Board of Education

 Communication and Networking

 Solidify and mobilize parental and

 community support

Initiate contact with legal counsel

 Development and Process

Prepare for questions, interviews, editing and revisions

Begin writing start-up grant applications

 Training and Education

Review authorizer timelines and process Train potential board members using modules approved by TCSA

Research standard contracts executed by the authorizer

OR

Reassess application timeline

APPROVED

DENIED

APPROVED

Step 4: Contract and Negotiations

Finalize charter

 agreement

 Communication and Networking

Retain legal counsel

#### Development and Process

Solidify facility plans

Plan marketing campaign

Finalize charter agreement with the authorizer

Submit start-up grant applications

#### Training and Education

Plan staff and board training activities for planning year

Once a contract is signed with the authorizer,

the charter application process is complete.

Starting a TN Charter School – Jan. 2013 Based on a flowchart from the [CO League of Charter Schools](http://startacoloradocharter.org/)