



**Letter of Intent: Achievement School District Charter School applying to
Tennessee Public Charter School Commission**

Any eligible Achievement School District (ASD) charter school operator intending to apply for authorization by the Tennessee Public Charter School Commission (Charter Commission) must file a Letter of Intent to the Charter Commission by October 15th of the school year prior to the school year the charter school would operate under the Charter Commission. This letter must be delivered to the Charter Commission and the Tennessee Department of Education no later than **October 15th** at 11:59p.m. Central Time. When the October 15th 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 via email to the Charter Commission at CharterSchool.Appeals@tn.gov and Tennessee Department of Education at charter.schools@tn.gov.

An application fee of \$2,500 must be submitted by **November 15th**. Checks or money orders should be made out to the State of Tennessee–Tennessee Public Charter School Commission. Please mail the check or money order via USPS with attention to Maggie Lund to the Charter Commission’s address: Davy Crockett Tower, 8th Floor, 500 James Robertson Parkway, Nashville TN 37243. We also recommend requesting tracking information as additional assurance. Once received, the Charter Commission will follow up to confirm receipt of the fee. Failure to submit the application fee will result in the application not being accepted by the Charter Commission.

Name of ASD Charter School:

Operator of the School (e.g. KIPP, Green Dot, etc.):

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 Person:

School Address:

Primary Contact’s Telephone:

Primary Contact’s E-Mail Address:

Name of Current School Leader:

Projected School Year that the school would open under the Charter Commission:

Does the charter school have years remaining on its charter agreement with the ASD? (Y/N):

If yes, the school year the current ten-year charter term expires:

Enrollment Projections for remainder of charter agreement OR for all 10 years if applying for a new charter agreement. Note: Schools with time remaining on their agreement with the ASD would be authorized by the Charter Commission for the remaining years on their ASD agreement, not for a new ten-year term.

	School Year	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 governing members and their roles on the table below (adding rows as needed).

Full Name	Current Job and Employer	Focus/Expertise*	Role on Governing Board

**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 the charter schools that may apply directly for authorization under the Charter Commission to qualifying charter schools authorized by the ASD. Please read the following statements and confirm eligibility to apply:

An ASD-authorized school allowed to apply to the Charter Commission based on the determination of the Commissioner of Education under T.C.A. 49-1-614(k)(2)(B).

An ASD-authorized school allowed to apply to the Charter Commission by meeting the priority exit criteria set

Date Revised: May 9, 2023



forth in the state’s accountability model under T.C.A. 49-1-614(k)(4).

Conflict of Interest

Please identify any potential conflicts of interest that you or any governing 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 T.C.A. § 49-13-111(g), which states “with regard to conflicts of interest, the governing body of a charter school shall be subject to T.C.A. §§ 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)

(Date)