



**Application Assistance to Establish Charter Schools**

**If a Letter of Intent has been received in the Knox County Board of Education Office sixty (60) days prior to applying, to be considered, the potential charter school applicant is required to appropriately complete the Tennessee Charter School Application that is due in the Knox County Board of Education Office no later than close of business, 4:30 pm EST on February 1, 2023. All submitted applications must include a check for \$2,500.00 made out to the Knox County Schools. This is to defer the cost to review the application.**

When submitting an application, please provide KCS one (1) electronic copy and five (5) hard copies of the renewal. E-mailed proposals should be submitted to KCS at [charteringauthority@knoxschools.org](mailto:charteringauthority@knoxschools.org). Hard copies should be submitted to this address:

Atten: Office of Academic Supports  
Knox County Schools  
PO Box 2188  
Knoxville, TN 37902

The Charter Governing Body must also submit one electronic copy to the TDOE ([charter.schools@tn.gov](mailto:charter.schools@tn.gov)). Email submission via online file transfer service (e.g., box.net) is preferred, but charter operators may also submit electronic copies via CD, USB drive, etc. Please use the contact information below:

Director of Charter Schools  
Tennessee Department of Education  
9<sup>th</sup> Floor – Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0379  
Phone: 615-532-6274  
Fax #: 615-532-4791

The Knox County Schools will provide guidance with a publicly promoted technical assistance workshop for application completion, and when specific requests are made will meet with potential applicants *by appointment* to clarify what the applicant should seek to answer. This guidance, if requested, should be considered carefully in crafting the final application and may include references to the law or other resources that may be necessary for developing the application, meeting deadlines, and/ or indicate specific documents that must be submitted as a part of the application.

The Knox County Schools will be impartial to all potential applicants seeking assistance. KCS will not compose application sections for applicants or complete research and development for which the applicant is responsible. Applicants must take full accountability for what is written and submitted to KCS. KCS has developed a web page to provide charter school information, FAQ's, and appropriate contact information for developing and submitting your charter school application. In addition, the State of Tennessee charter school website also offers guidance, as well as necessary forms, and applicants are encouraged to consult the [website for additional information](#).

All charter school application materials can be found on the Tennessee Department of Education website located:

[https://www.tn.gov/content/dam/tn/education/nonpublic/chtr\\_sch/CharterSchoolApplicationforSY202223.pdf](https://www.tn.gov/content/dam/tn/education/nonpublic/chtr_sch/CharterSchoolApplicationforSY202223.pdf)

**Important Information:**

**State Due Date:** On or before February 1 of the year preceding the year in which the proposed public charter school plans to begin operation, the sponsor shall file applications as follows by the close of the business day:

- Knox County Schools Charter Authorizer requires 5 hard copies and one electronic copy of the complete application to the director of schools for the local board of education considering the charter school application.
- One electronic copy of the complete application to the Tennessee Department of Education, Office of Charter Schools. E-mail or submission via online file transfer service (e.g., box.net) is preferred. But submission via CD, USB drive, or other portable media by deadline is acceptable.

**The same number of copies of any updates or revisions submitted during the review process should also be submitted to the above entities.**

**Criteria for Recommending Proposals for Approval**

- The State application comes with a scoring rubric, which the committee will use to guide the review committee's final recommendations. However, there are certain *minimum* general criteria the committee will consider when reviewing the proposals. These criteria are:
  - Letter of Intent is submitted by **December 5, 2022**.
  - Application is submitted by the **February 1, 2023** deadline.

***The focus of the application is aligned with all relevant KCS priorities outlined at the beginning of the Request for Proposal (RFP). Proposals that meet the minimum criteria outlined above will then be evaluated by the review committee on the application evidence. The focus of the application is outlined in the RFP.***

Additional criteria considered are:

- Font is either Arial or Times New Roman.
- The font size is no smaller than 11. (Arial *Narrow* font will not be accepted.)
- Pages have been numbered consecutively with a one-inch margin on all sides.
- The application does not exceed 250 pages; appendices and budget pages are in addition to the 250 page limit.
- Section titles have been highlighted within the narrative, labeled and tabbed, following the state application template.
- The submitted application has been formatted in Adobe Acrobat.
- Budget documents may be created in Microsoft Excel then formatted in Adobe Acrobat for submission and are not considered part of the 250 page limit. Budget documents should include evidence of sufficient funding and/or source for start-up funding of the charter school.
- Five (5) hard copies and one electronic copy have been submitted. In the event of any discrepancies between the hard and electronic copies, KCS will consider the electronic copy as the official copy.

- Each application, whether submitted on a flash drive or hard copies, contains appropriate signatures on all copies.
- At the time of submission, all applications will include a check in the amount of \$2,500.00 made payable to the Knox County Board of Education.

**The review committee reserves the right to discontinue its review if it is determined that a proposal does not meet these minimum requirements. A proposal that does not meet these requirements cannot be recommended for approval**

We caution applicants to not use a “cut and paste” from vendor internet curriculum/software programs without providing rationale and evidence of research and exploration of best practices for the pupil demographics to be served. **Only proposals that meet the above criteria will be recommended for approval.**

The Knox County Schools is interested not only in the potential of proposed schools to successfully navigate the challenges of the application process and the challenges of the start-up period, but also will consider whether the school is likely to meet the criteria for renewal at the end of the initial ten-year charter period.

#### **Preference Scoring Criteria for Charter Schools**

Although the scoring rubric is from the State of Tennessee, the KCS review committee looks at strong proposals that have the following general criteria throughout the proposal:

- A viable plan to meet the needs of special populations: pupils with disabilities, English Language Learners, and economically disadvantaged pupils. How will your school close the achievement gap for these pupils?
- Increasing high school graduation rates for pupils at risk of not graduating
- A focus on middle school pupils’ academic achievement and the transition to high school
- Using high quality assessments designed to measure the learning of the critical concepts and are aligned with Tennessee State Standards
- Management and leadership capability to overcome initial start-up problems and establish a fiscally viable school
- Increasing the acquisition, adoption and use of professional development *systems* that provide teachers and school leaders with the information and resources they need to inform and improve instructional practices, decision-making and overall effectiveness
- Demonstrated use of data to make instructional decisions with an established system of communication between administration, school director and teachers
- Partnering with schools located within the area in which the school will locate to share best practices and innovation
- Adherence to the stated charter school priorities for KCS

