



**Knox County Schools
Charter Application Process:
Letter of Intent to Apply for Public Charter School 2020**

Any group or individual that plans to submit a charter application to KCS must submit a Letter of Intent and evidence of public outreach no later than December 3, 2019. This Letter of Intent must go to the KCS Board of Education Office and also to the State of Tennessee Division of Charter Schools.

Potential applicants who do not submit a Letter of Intent and evidence of community outreach by the December 3, 2019 deadline will not have their proposals considered during the 2020 Charter Application cycle.

This requirement serves multiple purposes, which are noted below:

- It allows KCS to prepare for the review process, especially if specific expertise is required to thoroughly evaluate unique school models.
- It provides evidence that public outreach as it relates to the specific charter school proposal has begun and that there has been research conducted into the need for the charter school model being proposed that is based on current local data.
- It provides an opportunity for the public to be informed that a proposal is being developed in their community that may provide educational options.
- It allows KCS to determine targets for pupil enrollment and charter school funding based on the proposed charter school location and projected charter pupil enrollment.

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*Applicants planning to submit an application must submit a Letter of Intent, a \$2,500 application fee, and evidence of public outreach **by 4:30 p.m. Eastern Standard Time on December 3, 2019.***

Proposed District for Charter School:

Name of Proposed Charter School:

Proposed Location of Charter School:

Name of Sponsor/Sponsoring Agency:

Primary Contact Person:

Telephone:

Email: _____

Mailing Address: _____

Proposed Opening, Grade Levels and Student Enrollment:

Proposed year of school opening is:		
	Grade Levels	Total Student Enrollment
Year One		
Year Two		
Year Three		
Year Four		
Year Five		

Letter of Intent, page 2:

Please use a separate page to provide a one-page, single- spaced abstract for your proposed school citing:

- Perceived need for school
- Potential target population
- School concept and design/model
- How the charter school design/model aligns with the district priorities as outlined in the **KCS Request for Proposal**
- Individual or organizational history of success/accomplishments in education
- Synopsis of founding board of directors with qualifications
- Proposed school leader and/or qualifications for the position and rationale for selection

Evidence of Community Outreach:

In order to recommend the proposal for approval, it must provide evidence that:

- The community in which the applicant intends to establish a charter school has been informed with a rationale for community selection
- The community and its stakeholders have had meaningful opportunities for input
- There was a thoughtful and intentional process to consider community feedback and incorporate it into the final proposal

At the time the Letter of Intent is submitted, evidence must be provided which demonstrates the first criteria has been met, namely the community has been adequately informed of the intent to apply for a charter and made aware of the opportunity to comment on the developing proposal.

This letter serves a dual purpose, as documented parent involvement is a key component in receiving federal funds.