

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

Any group or individual that plans to submit a charter application to KCS must submit a Letter of Intent (LOI) and evidence of public outreach no later than December 5, 2022. This Letter of Intent must go to the KCS Board of Education Office and also to the State of Tennessee Division of Charter Schools.

The LOI should be submitted to KCS at 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 at charter.schools@tn.gov.

Potential applicants who do not submit a Letter of Intent and evidence of community outreach by the December 5, 2022 deadline will not have their proposals considered during the 2023 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.

Applicants planning to submit an application must submit a Letter of Intent and evidence of public outreach by 4:30 p.m. Eastern Standard Time on December 5, 2022.