



## Letter Of Intent to Apply For a Tennessee Public Charter School

All applicants must file a Letter of Intent at least 60 days prior to the application deadline of April 1. This letter must be delivered to the local board of education and the Tennessee Department of Education no later than **February 1**. When the February 1 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 [charter.schools@tn.gov](mailto:charter.schools@tn.gov).

Contact the local board of education to determine where to submit the letter of intent.

**Name of Proposed Charter School:** \_\_\_\_\_

**Chartering Authority for Proposed Charter School:** \_\_\_\_\_

**Sponsor/Sponsoring Agency:** \_\_\_\_\_

**Model Or Focus Of Proposed School:** \_\_\_\_\_

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 Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Primary Telephone:** (\_\_\_\_\_) \_\_\_\_\_ **Alternate Telephone:** (\_\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Name of Proposed School Leader (If Any):** \_\_\_\_\_

**Replication Application:**      Yes       No

**Projected Year of School Opening:** \_\_\_\_\_

## Enrollment Projections

	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 and identified board members and their intended roles on the table below (adding rows as needed).

Full Name	Current Job and Employer	Focus/Expertise*

*\*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)*

**Please provide an abstract for your proposed school (two pages maximum). Please address the following elements:**

- Mission and vision for the proposed school,
- Academic focus and plan,
- The need for the proposed school,
- The targeted population of students,
- Community outreach completed or planned, and
- Individual or organizational history of success/accomplishments in education

## Applicant Eligibility

Tennessee law limits who may sponsor a charter school and prescribes what type of entity may operate a charter school. T.C.A. § 49-13-104(7), 106(c). Please read the following statements and confirm eligibility to submit an application and verify the status of or plans for the governing body.

The sponsor of this charter school is not “a for-profit entity, a private elementary or secondary school, a post-secondary institution not accredited by the Southern Association of Colleges and Schools [now [AdvancEd](#)], a religious or church school” and does not “promote the agenda of any religious denomination or religiously affiliated entity.”

Charter schools must be operated by entities that have exemption from federal taxation under § 501(c)(3) of the Internal Revenue Code. Please check one of the following, as applicable:

The sponsor of this charter school is a not-for-profit organization with 501(c)(3) status.

The sponsor of this charter school is a not-for-profit organization and has applied for 501(c)(3) status.

I will provide evidence of non-profit incorporation and 501(c)(3) status at the time of contracting with the chartering authority.

The complete Tennessee Public Charter Schools Act is contained in T. C.A. §§ 49-13-101 through 137, and in § 8-35-242. You can access Tennessee laws [here](#).

## Conflict of Interest

Please identify any potential conflicts of interest that you or any 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 Tennessee Charter Law §49-13-111 (g), which reads “with regard to conflicts of interest, the governing body of a charter school shall be subject to TCA §§ 12-4-101 and 12-4-102. These portions of Tennessee law govern public contracts and personal interests of officers and boards of directors. If approved, board members will be subject to filing form SS-8805 with the district in which it resides.

By my signature below, I affirm that all of the above statements are true to the best of my knowledge and belief.

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(Signature)

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(Date)