

## **Letter of Intent to Apply**

An applicant seeking to establish an authorized charter school must submit a Letter of Intent and Prospects, not to exceed 20 pages in length, by the due date specified.

Submission of the Letter of Intent and Prospectus is the first step in the public charter school application process but implies no further obligation for either party. Submission expresses non-binding intent, as authorized by the charter school's Board of Directors, to apply for a public charter school within one year. The filing of the Letter of Intent and Prospectus may not be used for promotion or advertising although it may be noted in internal communications. Please inquire with any questions regarding these restrictions.

The purpose of the Intent Form & Prospectus is to provide the school system with a thorough overview of the applicant's plan to open and operate a proposed charter school. Sufficient information should be provided in each of the identified areas to demonstrate commitment and capacity for providing quality educational programming for children. The Letter of Intent & Prospectus will allow the school system to provide sources of technical assistance as appropriate to facilitate the submission of a completed and viable application

Following acceptance of the Intent Form & Prospectus, applicants may schedule a meeting with the HCPSS charter school contact to begin work on the formal application.

Any potential applicant who does not submit a complete *Letter of Intent and Prospectus* by the deadline will not be permitted to submit a *fully completed application*.

## Letter of Intent Form & Prospectus

### Charter School Information

Name of Proposed Charter School:

\_\_\_\_\_

This Letter of Intent Form & Prospectus is being submitted by (check, and complete as appropriate, all that apply)

Staff of a public school (Name of School)

\_\_\_\_\_

A parent/guardian of a student who attends a school in the county

(Name) \_\_\_\_\_

A nonsectarian nonprofit entity

(Name) \_\_\_\_\_

A nonsectarian institution of higher education

(Name) \_\_\_\_\_

### Authorized Agent Contact Information

*(Must be a member of the local founding group and not serving as a consultant or affiliated with an educational service provider.)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

### Start Up Information

Proposed Start Date: \_\_\_\_\_

Grades to be Served: \_\_\_\_\_ Anticipated enrollment by grade: \_\_\_\_\_

Public charter schools in Howard County must comply with all Maryland statutes regarding their operation, as well as all relevant federal, state and local laws and requirements applicable to the operation of a public education facility.

I certify that all information contained in this Intent Form & Prospectus is complete and accurate, realizing that any misrepresentation could result in disqualification from the charter application process or revocation after award. I have the legal authority to attest to all information contained in this Intent Form & Prospectus and to submit this Intent Form & Prospectus on behalf of the chartering group for the above-named school.

\_\_\_\_\_

\_\_\_\_\_

Authorized Agent (please print)

Notarized Signature of Authorized Agent Date

***Letter of Intent Form & Prospectus***

*(continued)*

Please provide the following information in twenty (20) pages or less:

1. **Applicant Founding Group:** The names of each member of the applicant founding group, including all applicants, along with a very brief description of relevant experience and skills. Please identify the current or prospective role that each member has or will hold in relation to the proposed charter school.
2. **Board of Directors:** The names of proposed members of the school's initial board of directors, which must include a minimum of five members, along with a very brief description of relevant experience and skills if not provided above.
3. **Application History:** If you or another member of the current or a previous founding group has ever applied to this or another charter authorizing entity to open this proposed school or another charter school, please indicate the date the application(s) was/were submitted and to which charter authorizing entity, and briefly describe the outcome of the charter authorizing entity's decision.
4. The purpose of the proposed public charter school, including a mission statement that indicates what the school intends to do, for whom, and to what degree
5. A brief description of the school's goals
6. The grades to be served and the anticipated enrollment by grade
7. A brief description of how the proposed school will meet the needs of the community
8. A brief description of the curriculum and instructional practices to be used
9. The plans for delivery of educational programs
10. A description of how the program will enable all students to meet or exceed challenging Maryland student academic achievement standards
11. A description of how the school will be managed and how that structure will provide for the school's legal, programmatic, and fiscal accountability.

Within your narrative include ways in which the school may provide innovative learning opportunities and creative educational approaches to improve the education of students; address how it will be different from what the HCPSS currently offers.

Additional information that supports the narrative may be included as attachments and will not be counted in the twenty (20) page limit. The choice of attachments is up to the applicant, although they should be used to provide evidence, support a particular aspect of the prospectus, or lend insight into the qualifications, capacity, and commitment of the

Application to Form a Public Charter School Within the Howard County Public School System

applicant to open and operate a charter school. Examples of attachments include curriculum samples, academic standards, letters of support, and financial statements. All attachments should be numbered and clearly referred to by number in the Prospectus narrative.

**Note:** Several sections of the full application will ask for the same or similar information as the Letter of Intent Form & Prospectus; however, further expansion of the information will be required in the full application.

Note: The submitted *Letter of Intent Form & Prospectus* (and all other charter school application material) will become public record once this information has been submitted to the school system. Personal contact information will be redacted from the document, but all other information will become public.