

Requirements for Letter of Intent To Apply for a District Conversion Charter School

Applicants for open-enrollment public charter schools are required to send a one-page **Letter of Intent to Apply for a District Conversion Charter School** to the Division of Elementary and Secondary Education. The signed letter should be submitted via email to ade.charterschools@arkansas.gov **no later than 5:00 p.m. on April 1, 2020**, in order for the application to be considered by the authorizer during the 2020 application cycle.

Requirements for the Letter of Intent:

1. The letter of intent is to be a one-page document;
2. Include the full legal name of the eligible entity which intends to apply for a charter. If the sponsoring entity is a non-profit organization, specify the name exactly as submitted on the Internal Revenue Service (IRS) application for non-profit status through 501(c)(3) of the Internal Revenue Code, and state whether the entity has already received 501(c)(3) status or has applied for 501(c)(3) status.
3. Include a contact person's name, full mailing address, daytime telephone number, and email address;
4. Give a description of the eligible entity that is sponsoring the application;
5. Give the name of the proposed open-enrollment public charter school;
6. Describe the location of the proposed open-enrollment public charter school and state the school district in which the charter school would be located;
7. Identify the grade levels of students intended to be served by the open-enrollment public charter school;
8. Identify the number of students intended to be served by the open-enrollment public charter school;
9. Provide a one-paragraph description of the purpose or special emphasis of the proposed school.
10. The designated contact person must sign the letter of intent to apply.
11. A copy of the letter of intent must be sent, via the same email transmission that the letter is sent to the Division of Elementary and Secondary Education, to the superintendent of the public school district where the proposed public charter school will be located.