

Letter of Intent to Apply for a Charter

Letter of Intent to Apply for a Charter to Atlanta Public Schools

If you plan to submit a charter school petition to Atlanta Public School District, please submit the following Letter of Intent to the Office of Innovation in advance. This will help the Office of Innovation to communicate better and more effectively with petitioners. Thank you.

Please submit letter of intent by email to tdmitchell@atlanta.k12.ga.us or fax to (404) 802-1807 or mail to Atlanta Public Schools c/o Office of Innovation 130 Trinity Ave 8th Floor Atlanta, GA 30303 no later than **February 3, 2014.**

Make sure the following information is included in the letter of intent.

- Name of proposed school
- Lead petitioner
- Full mailing address (city, state, zip)
- Daytime telephone number
- Fax number
- E-mail address
- Proposed date of opening
- Grade levels to be served at full capacity
- Anticipated enrollment at full capacity
- Brief description of kind of school proposed (e.g. arts-, math-, or science-focused school or use a particular school/curriculum design).
- Brief explanation of proposed charter school. In one or two sentences, provide a clear statement that defines the purpose(s) and nature of your school.
- If you are planning to work with an Educational Service Provider (ESP) or Charter Management Organization (CMO), please indicate name of ESP/CMO.

EXAMPLE: LETTER OF INTENT

Name of Charter School

Street Address

City, State Zip Code

Phone Number

Fax Number

Email

Date [no later than 6 months prior to date petition is due to the Georgia Department of Education]

Georgia Department of Education

Charter Schools Division

2053 Twin Towers East

205 Jesse Hill Jr. Drive, SE

Atlanta, GA 30334

and

Atlanta Public Schools

Office of Innovation

130 Trinity Ave 8th Floor

Atlanta, GA 30303

RE: Letter of intent to open (name of Charter School)

In accordance with Georgia State Board of Education Rule 160-4-9-.04, please accept our letter of intent to submit a petition for **(name of Charter School)** in the Atlanta Public School System.

Our vision for **(name of Charter School)** is _____.

The mission of **(name of Charter School)** is _____.

(Name of Charter School) proposes to open for the ____ - ____ school year, serving grades ____ increasing to grades [if applicable] in ____ number of years. The anticipated enrollment at maximum capacity is _____.

(Name of Charter School) will be working with _____ name of ESP/CMO.
(if applicable)

We look forward to working with you towards the completion of our petition and the successful start of our school year.

Sincerely,
(name, title)