

# Indiana Charter School Board

## LETTER OF INTENT TO FILE A CHANGE IN AUTHORIZER REQUEST

All potential applicants who wish to submit a charter application to the Indiana Charter School Board (“ICSB”) must first file a Letter of Intent (“LOI”). The LOI is typically due one (1) month before the Application deadline for the Spring or Fall Cycles. Due dates for application cycle requirements can be found here: <https://www.in.gov/icsb/icsb-calendar/application-timeline/>. Submission of an LOI does not obligate the applicant to submit a full application. The individual identified as the applicant group’s **designated representative** will serve as the contact for all communications, interviews, and notices from ICSB.

A “change in authorizer” applicant is defined as an applicant group that is the governing body of an existing charter school or charter schools currently not authorized by the ICSB. There are two types of change in authorizer requests: 1) requests from schools in good standing who have not received a notice of termination or nonrenewal of a charter agreement by the charter school’s current authorizer; and 2) requests following notice of termination or nonrenewal of a charter agreement by the charter school’s current authorizer.

**Type of Submission:**

Existing charter(s) have not been revoked and organizer has not been informed that the charter(s) will not be renewed by current authorizer.

Existing charter(s) have been revoked or organizer has been informed that the charter(s) will not be renewed by current authorizer.

**Board Chair Name and Contact Information:**

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**Name of Current Authorizer(s):**

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**Education Service Provider:**

(if applicable)

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**School Information:**

School Name(s)	Year Opened	School Address

School(s)	Grade Levels	Number of Students	School Model

**Special Circumstances:**

Please describe any special circumstances relevant to the request:

**Board Chair's Signature**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date