

Indiana Charter School Board

LETTER OF INTENT TO FILE A CHARTER APPLICATION

All applicants who wish to submit a charter application to the Indiana Charter School Board (“ICSB”) must first file a Letter of Intent (“LOI”). Submission of a 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 point of contact for all communications from ICSB staff, including specific information about the application submission process. See [Exhibit A](#) for definitions.

Type of submission: ☐ New Operator ☐ Experienced Operator
 ☐ Existing Non-Charter School ☐ Change in Authorizer
 ☐ Replication Request ☐ Other Request

(Proposed) School Name: _____

(Proposed) School Location: _____

Legal name of Organizer: _____

Organizer Address: _____

Designated Representative: _____

Contact information: _____

Opening Year/Effective Date: _____

(Proposed) Grade Span and Enrollment:

Academic Year	Grade Levels Served	Total Enrollment
Year 1		
At Full Capacity		

Application Specific Questions

(answer only those questions relevant to your selected submission type)

1. Experienced Operator

If you currently operate or are the governing body of one or more charter schools, please provide the name and location of the school(s):

If you plan to contract or partner with an Education Service Provider, please identify the Education Service Provider(s) you are considering:

2. Existing Non-Charter School

If you are seeking a charter for a currently operating non-charter school, please provide the name, location, and type (public, private) of the school:

3. Change of Authorizer

If you are proposing to submit a Change in Authorizer Application, have you received a notice of termination or nonrenewal of the school's charter agreement from your current authorizer?

Who is your current authorizer?


4. Replication Request

If you are proposing a replication of an existing school that you are currently operating, please provide the name and location of the existing school:

5. Other Request

Please specify the nature of your proposal:

Signature of Designated Representative


Signature

Date

Exhibit A
Definitions

- **Organizer** – a nonprofit corporation that is incorporated or registered to do business in Indiana, has been recognized by the Internal Revenue Service to be tax exempt or is in the process of applying for such status, and has an independent governing board with the qualifications and capacity to oversee the operation of a charter school.
- **Education Service Provider** – A for profit education management organization, nonprofit charter management organization, school design provider, or any other partner entity with which a charter school intends to contract for educational design, implementation, or comprehensive management.
- **Charter School Application for New School Operators** – for applicants who have not previously operated a charter school and are not planning to contract with an Education Service Provider for comprehensive education management services.
- **Charter School Application for Experienced Operators** – for applicants who: (a) are currently operating or have previously operated a charter school or charter schools; or (b) have not previously operated a charter school but are planning to contract with an existing Education Service Provider for comprehensive management services.
- **Charter School Application for a Change in Authorizer** – for applicants currently operating an existing charter school not authorized by ICSB. There are two types of change in authorizer requests: 1) a request from a school in good standing who has not received a notice of termination or nonrenewal of the school's charter agreement from the school's current authorizer; and 2) a request from a school who has received notice of termination or nonrenewal of the school's charter agreement by the school's current authorizer. The latter request requires additional approval from the Indiana State Board of Education.
- **Charter School Application for Replication of an Existing School** – for applicants currently operating a high-performing charter school who are seeking to replicate the school's educational model in a different geographic location. An existing school does not need to be authorized by ICSB to submit a Replication Application.
- **Charter School Application for Currently Operating Non-Charter Schools** – for applicants currently operating a school that is not a charter school, including a (district) innovation network school, an accredited private school, or a nonaccredited private school. Applicants must have sufficient legal authority to execute the request. Schools that have been in operation less than three (3) years should contact ICSB to inquire as to eligibility.
- **Other** – Other requests include special circumstances such as mergers, combinations, acquisitions, separations, or other structural changes.