



Letter of Intent to Apply for Authorization of a Tennessee Public Charter School

All applicants must file a Letter of Intent at least 60 days prior to the application deadline of February 1. Therefore, this form must be completed and delivered to the applicant's local board of education and the Tennessee Department of Education (TDOE) no later than **December 3**. When the December 3 deadline falls on a Saturday, Sunday, or State observed holiday, the letter of intent is due on the next business day.

Submit the letter of intent to TDOE via email to Charter.Schools@tn.gov. Contact the local board of education to determine how to submit the letter of intent.

Name of Charter School: _____

Authorizer of Charter School: _____

Sponsor/Sponsoring Entity: _____

Model or Focus of Charter School: _____

Provide the name of the person who will serve as **the primary contact** for the application. **The primary contact** should serve as the contact for follow-up, interviews, and notices regarding the application.

Name of Contact Person: _____

Mailing Address: _____

Primary Telephone: (_____) _____

Alternate Telephone: (_____) _____

E-Mail Address: _____

Name of School Leader(if known): _____

Replication Application Yes No

The applicant is an existing charter school in the ASD. Yes No

Projected Year of School Opening with the Identified Authorizer: _____

Applicant Eligibility

Tennessee law limits who may sponsor a charter school and prescribes what type of entity may operate a charter school (T.C.A. § 49-13-106). Please read the following statements and check the box to confirm eligibility to submit an application and verify the status of, or plans for, the governing body.

- The sponsor of this charter school is not: "a for-profit corporation;" "a nonpublic school, as defined in T.C.A. § 49-6-3001, or other private, religious, or church school;" and, the proposed charter school is not cyber-based.

Charter schools must be operated by entities that are exempt from federal taxation under § 501(c)(3) of the Internal Revenue Code. Please check one of the following, as applicable:

- The sponsor of this charter school is a not-for-profit organization with 501(c)(3) status.
- The sponsor of this charter school is a not-for-profit organization and has applied for 501(c)(3) status.
- I will provide evidence of non-profit incorporation and 501(c)(3) status at the time of contracting with the chartering authority.

The complete Tennessee Public Charter Schools Act is contained in T. C.A. §§ 49-13-101 through 145. You can access Tennessee laws [here](#).

Conflict of Interest

Please identify any potential conflicts of interest that you or any board member may have in the space below. This is in alignment with best practices for both non-profit and charter school governance and is also aligned with Tennessee Charter Law §49-13-111(f), which states "with regard to conflicts of interest, the governing body of a charter school shall be subject to TCA §§ 12-4-101 and 12-4-102." These portions of Tennessee law govern public contracts and personal interests of officers and boards of directors.

By my signature below, I affirm that all of the above statements are true to the best of my knowledge and belief.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date