



2021 Charter School Notice of Intent to File a Charter School Application

For Charter Schools Seeking to Open in School Year 2022-2023

Office of School Choice
VanHoose Education Center
3332 Newburg Road
Louisville, Kentucky 40218

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502-485-3138

LAST MODIFIED DATE 9/18/2020

PURPOSE:

All applicants must submit the attached **Notice of Intent to File a Charter School Application** prior to submitting a complete application for either a Start-Up or Conversion Charter School. This provides formal notice to the Jefferson County Board of Education that the applicant listed intends to submit a proposal for a charter school to open in the Fall of 2022. This ensures that the applicant receives technical assistance and information in a timely fashion and that the application reviewers' expertise reflects any specialties noted in the applications.

All information presented in this notice is non-binding; however, intentional misrepresentation could result in denial or revocation after approval. As with all aspects of the application, the **Notice of Intent to File a Charter School Application** is public information and will be made available on the Jefferson County Public Schools (JCPS) webpage.

CHARTER SCHOOL APPLICATION INFORMATION

All Charter School Applicants

All Applicants must file a Notice of Intent to File a Charter School Application by **NOON, on January 4, 2021**. This is for both Start-Up and Conversion Charter Schools.

Start-Up Charter Schools

A Start-Up Charter School is a brand new school that is proposed by an Applicant. The Start-Up Charter School requires the following documentation:

- Notice of Intent to File a Charter School Application (by **NOON, on January 4, 2021**)
- Complete Kentucky Charter School Application and Addendum (by **NOON, January 11, 2021**)
 - Complete JCPS Charter School Addendum (by **NOON, January 11, 2021**)

Conversion Charter Schools

A Conversion Charter School is a school that existed as a traditional public school prior to becoming a charter school. A complete application for the creation of a conversion charter school shall include both a valid petition and a complete application submitted to the JCPS Executive Administrator of School Choice. **Both processes require attention to detail – please read the Conversion Charter School Guidance carefully.**

The Conversion Charter School process requires the following documentation:

- Notice of Intent to Convert an Existing Public School (prior to circulation of the petition)
- Completed petition with the required number of signatures to be verified by the District (by **NOON, January 4, 2021**)

After the petition is completed, verified, and filed with the Executive Administrator of School Choice, the following documents are required:

- Notice of Intent to File a Charter School Application (by **NOON, January 4, 2021**)
- Complete Kentucky Charter School Application and Addendum (by **NOON, January 11, 2021**)
 - Complete JCPS Charter School Addendum (by **NOON, January 11, 2021**)

The Board will only consider complete applications.

Instructions for the Notice of Intent to File a Charter School Application:

1. Complete the Notice of Intent to File a Charter School Application provided in this document:

- All entries must be typed in 11 point Font, Times New Roman.
- Checkboxes must be highlighted in yellow.
- Electronic signatures will not be accepted for the certification.

2. Save this as a single PDF file. Name your file according to the following convention:

NAME OF SCHOOL.IntenttoApply.pdf

and email by **NOON, EST, on January 4, 2021** to:

AskAboutCharters@jefferson.kyschools.us

Notice of Intent to File a Charter School Application

| OFFICIAL USE ONLY | |
|------------------------------------|--|
| Time Received & Initial | |
| School Name | |

| Organizational Information | | |
|----------------------------|--|--|
|----------------------------|--|--|

| | | |
|---|---|--|
| Name of Lead Applicant | | |
| Applicant is: | <input type="checkbox"/> Parent <input type="checkbox"/> Teacher <input type="checkbox"/> School Administrator | <input type="checkbox"/> District Resident <input type="checkbox"/> Public Organization <input type="checkbox"/> Non-profit Organization |
| Contact Information for the Lead Applicant | Address: | Phone: |
| | | Email: |
| Application Type <input type="checkbox"/> Conversion <input type="checkbox"/> Start-Up | Conversion Identify the existing public school: Notice of Intent to Convert Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No Petition for Conversion Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No | Start-Up |
| Is the Applicant filing for more than one school? | <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, indicate which other school(s) by school name and applicant name): | |
| Has the Applicant applied previously? | <input type="checkbox"/> No <input type="checkbox"/> Yes; Name of School: | |

| School Leader Information | | |
|---------------------------|--|--|
|---------------------------|--|--|

| | | |
|--|----------|--------|
| Proposed School Leader Name (if identified) | | Title: |
| School Leader Contact Information | Address: | Phone: |
| | | Email: |

| School Information | | |
|---|---|---|
| Proposed School Name | | |
| Opening Year: | | |
| Geographic Location of the Proposed School (be as specific as possible) | | |
| Grades Served Year 1: | <input type="checkbox"/> Kindergarten <input type="checkbox"/> 1 st Grade <input type="checkbox"/> 2 nd Grade <input type="checkbox"/> 3 rd Grade <input type="checkbox"/> 4 th Grade <input type="checkbox"/> 5 th Grade | <input type="checkbox"/> 6 th Grade <input type="checkbox"/> 7 th Grade <input type="checkbox"/> 8 th Grade <input type="checkbox"/> 9 th Grade <input type="checkbox"/> 10 th Grade <input type="checkbox"/> 11 th Grade <input type="checkbox"/> 12 th Grade |
| Proposed School Description | | |
| School Specialty (check all that apply): | <input type="checkbox"/> Alternative <input type="checkbox"/> Arts <input type="checkbox"/> Blended Learning <input type="checkbox"/> Career and Technical Education <input type="checkbox"/> College Prep <input type="checkbox"/> Other (list): | <input type="checkbox"/> Disability (list): <input type="checkbox"/> Language Immersion <input type="checkbox"/> Montessori <input type="checkbox"/> STEM or STEAM <input type="checkbox"/> Drop-out / Reengagement |
| In 100 words or less, briefly describe the mission and vision of the proposed school | | |

| Grade Level | Number of Students | | | | | | |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Year 1 2022-2023 | Year 2 2023-2024 | Year 3 2024-2025 | Year 4 2025-2026 | Year 5 2026-2027 | Year 6 2027-2028 | Year at Capacity |
| K | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| Planned Enrollment | | | | | | | |
| Maximum Enrollment | | | | | | | |

Certification:

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate. I recognize that any misrepresentation could result in denial or revocation after approval. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the applicant.

Signature of Lead Applicant

Date

Print Name and Title of Lead Applicant

Board Member Eligibility Form:

Please list all proposed members of the board of directors applying to open this school. In order to be eligible to apply, applicants must have at least two parents of children to attend the school that are residents of Jefferson County. Additionally, members shall not be employees of that school or of an education service provider that provides services to the school and collectively the board shall possess expertise in the areas of leadership, curriculum and instruction, law, and finance.

Additional rows may be added below as needed.

| | Name | Street Address | Zip Code | Phone | Email |
|----------|-------------|-----------------------|-----------------|--------------|--------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |

The Jefferson County Board of Education thanks the Washington State Charter School Commission and the Orleans Parish Board of Education for the format and form of this Notice of Intent.