



Letter of Intent

Applying for Authorization for Creation of a
Tennessee Public Charter School

Opening in the 2025-26 School Year

Tennessee Department of Education | Updated October 2023

Letter of Intent

Application for Authorization of a Tennessee Public Charter School

Updated: October 2023

General Information

Name of Charter School	
Sponsor / Sponsoring Entity	
Model or Focus of School	
Authorizer of Charter School	
Projected Year of School Opening with the Identified Authorizer	
Name of School Leader (if known)	

Primary Contact

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 Primary Contact	
Mailing Address	
Mailing Address Line 2	
City, State, Zip Code	
Primary Telephone	
Alternate Telephone	
E-Mail Address	

Application Type

Applicants must indicate the category type of their proposed school application below. Use the descriptions provided in the chart to identify your application type. The category selected by the applicant will be verified by the authorizer in accordance with State Board Rule 0520-14-01-.01. The applicant category selected in the Letter of Intent and verified by the authorizer will determine which addendums must be completed and submitted with the application.

Applicant Category Identification

Please select **ONE** box to indicate the category type for this application:

Category 1		New Start Applicant	Sponsor with no currently operating and/or authorized schools throughout the United States proposing the creation of a new school in Tennessee
Category 2		New Start Applicant Proposing Multiple Schools	Sponsor with no schools currently and/or previously operating and/or authorized in Tennessee or throughout the United States proposing the creation of two or more schools within the same application cycle.
Category 3		Out of State Sponsor	Sponsor with at least one school currently and/or previously operating outside of Tennessee and no schools currently authorized in Tennessee proposing to create a school in Tennessee.
		Existing Tennessee Sponsor Proposing a New School with Change in Focus / Grade Structure	Sponsor with at least one school currently and/or previously authorized in Tennessee proposing to create a new school with a change in focus and/or grade structure from the existing school
Category 4		Existing Tennessee Sponsor Proposing to Replicate an Existing School	Sponsor with at least one school currently and/or previously operating in Tennessee proposing to start a new school with no material change in focus or grade structure from an existing school.

Current Leadership

List all current and identified board members and their intended roles in the table below, adding rows as needed.

Full Name	Address	Current Employer and Role	Focus / Expertise ¹

Abstract

Please attach an abstract for the proposed school (two pages maximum), addressing the following elements:

- Mission and vision for the school
- Academic focus and plan
- The need for the school
- The targeted population of students
- Community outreach completed or planned; and
- Individual or organizational history of success / accomplishments in education

¹ Examples: Community Service/Outreach, Legal Expertise/Attorney, Public Relations, Education, Management/Organizational Experience, Parent/Community Involvement, Finance, Marketing, Fundraising/Grant Writing, Personnel/Human Capital, Other (please elaborate)

Applicant Eligibility

Tennessee law limits who may sponsor a charter school and prescribes what type of entity may operate a charter school². 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 [Tenn. Code Ann. § 49-6-3001\(c\)\(3\)\(A\)](#), 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

² [Tenn. Code Ann. § 49-13-106](#)

The complete Tennessee Public Charter Schools Act is contained in [Tenn. Code Ann. §§ 49-13-101 through 145](#).

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, [Tenn. Code Ann. § 49-13-111\(f\)](#), which states “[w]ith regard to conflicts of interest, the governing body of a public charter school shall be subject to [\[Tenn. Code Ann.\] §§ 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

Date

Printed Name of Authorized Representative

Title of Authorized Representative