

# Charter School Application Instructions

## Brevard Public Schools

### Letter of Intent Instructions

1. Charter school applicants wishing to submit a complete application shall provide a letter of intent to establish a charter school to the Division of Elementary Learning & Learning/Open Enrollment a month prior to submitting the application.
2. The letter of intent should include:
  - The name of the proposed charter school,
  - The mission of the proposed charter school,
  - The year the school seeks to open,
  - Enrollment estimate by grade and school year,
  - The proposed general location of the school, and
  - Applicant name, address, email, and phone number/contact information.

### Application Instructions

1. Nonprofit organizations interested in starting a charter school with the School District of Brevard County as its sponsor must develop a charter school application and submit it to the district for approval by the school board.
  - Applications must be submitted as complete documents.
2. Applicant must use the appropriate Florida Department of Education (FLDOE) Charter School Application, as well as include the additional documents required by the district:
  - **Modify Attachment W** to include a Revenue Estimating Worksheet for each year of the requested charter term.
  - **For Attachment X**, use Brevard's 5-Year Budget Spreadsheet
  - **Add Addendum GG**, Brevard's 50%75%100% Contingency Budget Spreadsheet
  - **Add Addendum HH**, Letter - Extension of Time to Review Charter Application
  - **Add Addendum II**, Letter - Notice of Electronic Mail Correspondence
3. Applicants shall submit a charter application to Brevard County in the following format:
  - One (1) online, electronic copy via Charter-Tools ([www.CharterTools.com](http://www.CharterTools.com)),
  - Five (5) hard copy applications, formatted and organized per the FLDOE model application instructions and BPS' instructions listed above.
  - One (1) copy of the complete application, appendixes, and addendums on a flash drive or a CD labeled with the school's name. It is requested that the electronic copy be saved in a searchable format such as a word document or searchable formatted .pdf document (not a scanned copy)

## **School Presentation to School Board of Brevard County**

1. Applicant will present an overview of their school to the School Board of Brevard County (date and time TBD).
  - The oral presentation is to be no longer than 20 minutes.
  - This is to be an oral presentation only. Handouts, PowerPoint, etc. are not permissible.
  - Schools will be assigned a specific time for their presentation, contingent upon the number of applications received.

### **Please Note**

1. District staff members are available for technical assistance during the writing of the application.
  - Technical assistance provided by district staff and/or acceptance of an application for review does not imply or ensure approval of the application.
2. All applications will be presented to the School Board of Brevard County within 90 days of the date of application, with the recommendation for approval or denial from the superintendent, unless otherwise agreed upon by both parties.
3. Approval of an application does not authorize the operation of the charter school. Approval of an application authorizes the parties to negotiate a contract to operate the school.
4. For information concerning charter school applications, please contact:

The Division of Elementary Leading & Learning  
Open Enrollment & Charter Schools  
2700 Judge Fran Jamieson Way  
Viera, FL 32940  
(321) 633-1000 extension 11395