

Name of Charter School _____

Application Cycle Year 2024-2025

To: 2024-2025 Charter School Applicant

From: Melinda Maier, Director
Curriculum and Instruction
maier.melinda@brevardschools.org

Re: Communication with Charter School Applicants via Electronic Mail during the Charter Application Process

Pursuant to 6A-6.0781, State Board Rule, Brevard Public Schools will utilize electronic mail for **ALL** communication with the charter applicant during the charter application process. **If applicable, electronic mail will be utilized for sending the applicant the required denial letter and supporting documentation within the defined statutory timeline.** The applicant should correspond via electronic mail with Melinda Maier, Curriculum and Instruction Director of School Choice, Charter, and Special Programs.

However, in the event that the applicant chooses to appeal the Brevard County School Board’s decision to deny a charter application, **hard copies of the appeal** should be sent via certified mail to the Curriculum and Instruction Director of School Choice, Charter, and Special Programs, and the District’s legal counsel within the timeframe defined by law. Accordingly, Brevard Public Schools will send the applicant a hard copy of the District’s response to the appeal via certified mail.

Please Initial Each Box

- I acknowledge that **electronic mail** shall serve as the official means of communication during the charter application process.
- I acknowledge that in the event that I, the applicant, choose to appeal the Brevard County School Board’s decision to deny a charter application, **hard copies of the appeal** will be sent to Melinda Maier, Curriculum and Instruction Director of School Choice, Charter, and Special Programs, and the District’s legal counsel within the timeframe defined by law.
- I acknowledge that the District should send all **electronic mail** in reference to the charter application to the following email address:

Name of Applicant’s Contact _____

Electronic Mail Address for Contact _____

Signature

Date

Print Name

Please include this form with the submission of the charter application