

# Indiana Charter School Board

## LETTER OF INTENT TO FILE A CHARTER APPLICATION

All potential applicants who wish to submit a charter application to the Indiana Charter School Board (“ICSB”) must file a Letter of Intent (“LOI”) with ICSB. Submission of an LOI does not obligate the group to submit a full application; however, all LOIs received by the ICSB are considered public documents, will be posted on the ICSB website, and are subject to Indiana’s Public Access Laws. The individual identified as the applicant group’s **designated representative** will serve as the contact for all communications, interviews, and notices from ICSB.

The designated representative or a designee must attend an application workshop prior to submission of a full application. ICSB reserves the right to refuse to consider an application due to a failure to fully complete a LOI or to attend a workshop.

A “new operator” is defined as an applicant group that has not previously operated a charter school, and does not intend to contract with an ESP. Per IC § 20-24-1-6.1, an ESP is defined as a “for profit education management organization, nonprofit charter management organization, school design provider, or any other partner entity with which a charter school intends to contract for educational design, implementation, or comprehensive management.”

An “experienced operator” is defined as either: (a) an applicant group that has previously operated a charter school or a network of charter schools; or (b) an applicant group that has not previously operated a charter school but intends to contract with an ESP.

*This LOI is not intended for an existing charter school seeking a change in authorizer. Such schools must complete a separate “Letter of Intent: Change in Authorizer Request,” which may be found on ICSB’s website.*

**Type of submission**  New Operator  Experienced Operator

**Name of proposed Charter School:** \_\_\_\_\_

**Location of proposed Charter School:** \_\_\_\_\_

*\*Please indicate the city/ town and, if known, potential address or neighborhood of the school location. Virtual operators should indicate the relevant geographies the operator intends to serve.*

**School district of proposed location:** \_\_\_\_\_

**Legal name of group applying:** \_\_\_\_\_

**Address of legal group applying:** \_\_\_\_\_  
\_\_\_\_\_

Designated representative: \_\_\_\_\_

Contact information for designated representative (Phone and Email): \_\_\_\_\_  
\_\_\_\_\_

Planned opening year for the school: \_\_\_\_\_

Model or focus of proposed school:  
(e.g., arts, college prep, dual-language, etc.) \_\_\_\_\_

**Proposed grade level(s) and student enrollment:**

Academic Year	Grade Levels Served	Total Number of Students Served
Year 1		
At Full Capacity		

Target student population (if any): \_\_\_\_\_

**Additional Information Required for Experienced Operators**

**Does the school expect to contract or partner with an ESP for Charter School management/operation?**

Yes  No

If Yes, please provide the following information:

**Identify the ESP:** \_\_\_\_\_

**Is Charter School proposing to replicate a proven school model?**

Yes  No

**If yes, provide the name and location of at least one school where the model is in use.** \_\_\_\_\_

**If the applicant or its ESP currently operates one (1) or more Charter Schools either in or outside of Indiana, please provide the name(s) and phone number(s) of the authorizer(s) for the existing Charter Schools:**

\_\_\_\_\_

**Designated Representative's Signature**

\_\_\_\_\_  
Signature Date