



SCHOOL DISTRICT OF PALM BEACH COUNTY CHARTER SCHOOL APPLICATION TIMELINE

November 14, 2019 Applicant's Informational Public Meeting Technical Assistance Meeting 8:30 am - 12:00 pm Fulton-Holland Educational Services Center, Rear Cafeteria

**On or before
January 10, 2020** Letter of Intent due 5:00 pm (optional)

PLEASE SEE BELOW:

February 1, 2020 *Applications will be accepted up to 5:00 p.m. (EST)*

- a. One online submission to Charter Tools. **(REQUIRED)**
- b. One Travel/Flash/Jump Drive containing: One (1) full application and twenty-two (22) separate sections with attachments
- c. One hard copy of the complete application
- d. Submit (b) to:

Joe DePasquale, Director
Department of Charter Schools
3300 Forest Hill Boulevard - Ibis Building E
West Palm Beach, Florida 33406

August 2021 Charter School commences operation consistent with Palm Beach County Public Schools' calendar. A charter school may defer the opening of the school's operations to provide time for adequate facility planning.



SCHOOL DISTRICT OF PALM BEACH COUNTY CHARTER SCHOOL APPLICATION GUIDELINES INSTRUCTIONS

A. Letter of Intent

Please submit a *Letter of Intent* to the District on or before **January 10, 2020**. A sample *Letter of Intent* is included in this packet to serve as a guide. The letter of intent faxed to (561) 434-7498 or mailed to:

Joe DePasquale, Director
Department of Charter Schools
3300 Forest Hill Boulevard - Ibis Building E
West Palm Beach, Florida 33406

B. Application Format

A written application shall be submitted, adhering to guidelines set forth in the Model Florida Charter Application.

- a. One Online submission to Charter Tools. **(REQUIRED)**
- b. One Travel Drive containing. One (1) full application and twenty-two (22) separate sections with attachments
- c. One hard copy of the full application
- d. Submit (b) to:

Joe DePasquale, Director Department of Charter Schools 3300 Forest Hill Boulevard - Ibis Building E West Palm Beach, Florida 33406

Application

The application is the Model Charter School Application issued by the Florida Department of Education (FLDOE). The Model Application contains four Plans: Educational Plan (Sections 1-9), Organizational Plan (Sections 10-15) and Business Plan (Sections 16-22), Chart of Attachments (Statement of Assurances and Board Member Information Form).

Please note:

If an applicant chooses to mail or have an application delivered to the Charter Office, the same submission requirements regarding timeline and format are applied.



SCHOOL DISTRICT OF PALM BEACH COUNTY
SAMPLE LETTER OF INTENT

Joe DePasquale, Director
Department of Charter Schools
3300 Forest Hill Boulevard - Ibis Building E
West Palm Beach, Florida 33406

Dear Mr. DePasquale:

Please accept this Letter of Intent to submit a Charter School application on or before January 10, 2020 by 5:00 p.m.

The focus/theme of the Charter School will be:

The student enrollment breakdown by year with the appropriate grades and enrollment are as follows:

School Year	Grade Levels	Total Projected Student Enrollment	Student Enrollment Capacity (if known)
First Year			
Second Year			
Third Year			
Fourth Year			
Fifth Year			

The facility to be used and the location, or current options for a school facility are as follows:

Name of charter school's contact person: _____

Mailing address: _____ City: _____ Zip Code: _____

Telephone number: (____) _____

Sincerely,



SCHOOL DISTRICT OF PALM BEACH COUNTY
CHARTER SCHOOL SUMMARY INFORMATION

A. General Information

Name of Charter School: _____

Name of Founder: _____

Name of Legal Entity (must include Articles of Incorporation): _____

Address: _____

City, State, Zip Code: _____

Telephone number: _____ Fax number: _____

E-Mail address: _____ Cell Number: _____

Name of contact person: _____

Address: _____

City, State, Zip Code: _____

Telephone number: _____ Fax number: _____

Daytime Number: _____ Cell Number: _____

E-Mail address: _____

Have you/will file this application with other districts?

YES ____ NO ____

I

If yes, please list such districts:

Please provide a brief description of the proposed school (to be distributed to the media, as necessary)



SCHOOL DISTRICT OF PALM BEACH COUNTY

B. Student Enrollment Breakdown by Year

Complete the student enrollment breakdown by year with the appropriate grades and enrollment as it pertains to your school:

School Year	Grade Levels	Total Projected Student Enrollment	Student Enrollment Capacity (if known)
First Year			
Second Year			
Third Year			
Fourth Year			
Fifth Year			

C. Mission Statement

Please provide below the mission of proposed charter school:

D. Proposed Facility

Will the school purchase (finance) or lease the proposed facility?

E. Location - Street Address, City, State, Zip Code



SCHOOL DISTRICT OF PALM BEACH COUNTY

F. Proposed School's Legal Counsel

Name: _____ Telephone Number: _____

Firm: _____

Address: _____ E-mail: _____

G. Proposed School's Schedule

The instructional day at the school will begin at ____ (time) each day.

The instructional day at the school will end at ____ (time) each day. Minutes of instruction each day will be _____

Number of instructional days per year will be _____

H. Type of Application(s) To Submit:

- _____ a. Traditional
- _____ b. High Performing Replication
- _____ c. Virtual Charter School

If b, please indicate the name and location of the charter school to be replicated.
