



Charter School Statement of Intent Completion Guidance

Purpose

The purpose of this document is to provide guidance for individuals looking to submit a Statement of Intent for consideration by the University Office of Charter Schools. While not intended to address every question which may arise, the information contained here should guide you effectively as you complete and submit the Statement of Intent.

Section 1 – Proposed School Information

- **Name of Proposed School**
 - Provide the name of the proposed school. If a final name has not been selected indicate so in this box.
- **Primary Contact/Role**
 - Provide the name of the primary contact and their role with the proposed governing board and/or charter school.
 - This is the individual the Office of Charter Schools will be communicating with directly as the Statement of Intent is under review.
 - You may list more than one contact if you prefer.
 - In this instance, please provide guidance as to when each of the contacts should be contacted.
- **Email**
 - Provide the email address for the primary contact identified above.
- **Phone**
 - Provide the phone number for the primary contact identified above.
- **Mailing Address**
 - Provide the mailing address for the primary contact identified above.
 - This may be the address of the proposed charter school if you so choose.
- **Proposed Location of the School**
 - In this box, please list the city/town where the proposed charter school will be located.
 - Include the name of the traditional public school district which serves the city/town of the proposed charter school.

Section 2 – Additional School Information

- In this section of the Notice of Intent, please begin by selecting how your application for a proposed charter school should be considered:
 - As a New Charter School Operator
 - First time operating a charter school.

- As an Existing Charter School Operator
 - Currently participating in the operation of a charter school.
- As a Conversion Charter School Operator
 - A Conversion Charter School is one established under Indiana code 20-24-11.
 - A Conversion Charter School is one proposed for conversion from an existing school and existing school structure into a charter school.
 - If the proposed charter school falls into the category of a conversion school please provide the following additional information:
 - Current school name.
 - Current school type.
- Select and provide information related to the proposed organization, school, and school campuses.
 - Multiple campuses
 - If yes, provide information as to how many campuses and the city/town (locations of the proposed campuses).
 - Included the name of the traditional public school districts serving the campus locations.
 - Whether or not you currently operate a charter school in the state of Indiana or in the United States.
 - If yes, please list the name (s), location, curriculum structure, and campus locations for the respective charter schools currently operated.
 - Clarify if you will be partnering with third party education service providers (ESP's).
 - If yes, please provide the name and the service provided by each of the respective ESP's.

Section 3 – Proposed Grades and Enrollment

- Provide the following detail:
 - Proposed Grade levels to be served
 - Ie... K-6, 6-8, 7-8, 9-12, K-12
 - Break down by operating year
 - Total projected enrollment
 - Total student enrollment projected by year, based on the proposed grade level listed above.
 - Note: The student enrollment number to be listed is the total school enrollment and it is not to be broken down by grades. This will be done during Phase II, when the formal application is completed.
 - Identify facility and proposed charter school enrollment capacity.

Section 4 – Founding Team Information

- List the names of each member of the proposed governing board.
- Provide the current role the respective individual currently holds with their employer, or other organization.
- Identify the role the respective individual will have with the proposed charter school.

Section 5 – Proposed School Description

- **Proposed School Mission**
 - In 250 – 500 words, provide the mission of the proposed charter school.
- **Educational Model**
 - In 250 – 500 words, provide information related to the educational model, including curriculum, to be utilized in the proposed charter school.
- **Provide Organizational Structure**
 - In 250 - 500 words, provide brief overview of the proposed charter school's organizational structure.

Section 6 – Community Engagement

- In 250 words or less, provide a brief overview of community partnership and engagement strategies intended for the proposed charter school, as well as information about community need and student/family interest.

Section 7 – Signature of Applicant

- Print the name and provide a signature from the primary contact.
- The Statement of Intent is now ready to submit to the University of Southern Indiana Office of Charter Schools for review.

Authorizer Review

- Upon receipt of the Statement of Intent the University of Southern Indiana Office of Charter Schools will conduct a review of the information provided.
- During this review, questions and/or need for further clarification of the information provided will be coordinated with the primary contact as listed in the Statement of Intent.
- This review is scheduled to take 10 days, with further time identified as may be necessary to ensure a complete understanding of the intent and the initial information provided.
- A decision to approve or reject a Notice of Intent will be provided in writing by the University of Southern Indiana Office of Charter Schools.
- If approval is granted, the Office of Charter Schools will provide guidance as to the next steps, which will include a meeting with the proposed governing board and the launch of the completion of the formal application process.