

Name of Charter School _____

Date: _____

To: Charter School Applicant

From: Kate Drilling, Director, School Choice and Supplemental Programming

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

Pursuant to 6A-6.0781, State Board Rule, Collier County 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 the Collier County Public Schools' Charter School Office at CharterSchools@collierschools.com.

However, in the event that the applicant chooses to appeal the Collier County School Board's decision to deny a charter application, a **hard copy of the appeal** should be sent via certified mail to the Superintendent, Office of Charter Schools, and the District's legal counsel within the timeframe defined by law. Accordingly, Collier County Public Schools will send the applicant a hard copy of the District's response to the appeal via certified mail.

- I acknowledge that **electronic mail** shall serve as the official means of communication during the charter application process.
- I acknowledge that the event that the applicant chooses to appeal the Collier County School Board's decision to deny a charter application, a **hard copy of the appeal** should be sent to the Superintendent, Charter School Office, and the District's legal counsel within the timeframe defined by law.
- The District will send all **electronic mail** in reference to the charter application to the following email address:

Name of Applicant's Contact _____

Email Address for Contact _____

Signature_____
Date_____
Print Name

Please include this form with the submission of the charter application upon submission of the application.