

## CHARTER SCHOOL APPLICATION TIMELINE

<p><b>Step 1:</b> Submit Letter of Intent</p>	<p><b>Letter of Intent</b></p> <ul style="list-style-type: none"> <li>• The notice of intent to apply is most welcome and assists the team in the planning process</li> <li>• Submit a Letter of Intent to the Charter School Director no more than 60 days before submitting the charter school application. Email <a href="mailto:drillika@collierschools.com">drillika@collierschools.com</a>.</li> <li>• <b>Please include the following:</b> <ul style="list-style-type: none"> <li>○ Intended Name of the School</li> <li>○ Name of the Board Chair</li> <li>○ Identified Management Company (if applicable)</li> <li>○ Enrollment projections</li> <li>○ Grade configuration</li> <li>○ Education Program Focus</li> <li>○ Location (if known)</li> </ul> </li> </ul>
<p><b>Step 2:</b> Attend Informational Meeting</p>	<p><b>Applicant Informational Meeting (optional)</b> MLK Administrative Center 5775 Osceola Trail Naples, FL 34109-0919 Contact Kate Drilling at <a href="mailto:drillika@collierschools.com">drillika@collierschools.com</a> or 239-377-0149</p> <p>This orientation is designed to advise potential charter school applicants of the application process. The session will be held in person or via WebEx/Zoom based on availability of all parties. Link will be provided upon receipt of the Letter of Intent.</p>
<p><b>Step 3:</b> Submit the Application</p>	<p><b>Application Submission</b></p> <p>The applicant will hand-deliver the application (produced using the Model Florida Charter School Application) to the CCPS Charter School Office. Staff will ensure the application meets CCPS Charter School Office application requirements before the application will be accepted for review.</p> <p>Applications must be delivered to:</p> <p><b>Charter Schools Director MLK Administrative Center 5775 Osceola Trail Naples, FL 34109-0919</b></p> <p><b>(239) 377-0149</b></p>



<p><b>Step 4:</b> Application Review and Evaluation</p>	<p>The District will convene an evaluation team to review the application packet using the Florida Charter School Application Evaluation Instrument. Each section presents criteria for a response that meet each identified standard. These criteria guide the overall rating for the section. The Strengths and Weaknesses boxes provide space to identify data and other evidence that supports the rating. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.</p> <p>Following a review of the application, applicants will be given the opportunity to present their plan and demonstrate the team’s capacity to open and maintain a high-quality charter school as well as to answer questions about their proposal.</p>
<p><b>Step 5:</b> Recommendation</p>	<p>The final Application Evaluation Report with a recommendation will be made to the Superintendent of Schools. The Superintendent will submit a recommendation to the District’s School Board within 90 days of receipt of the application. The District School Board will approve or deny the application at the School Board Meeting.</p>
<p><b>Step 6:</b> Contract Negotiations</p>	<p>Contract negotiations will be held for the <b>approved</b> application for submission to the School Board, in accordance with the State-authorized time line and the Charter Model Contract.</p>
<p><b>Step 7:</b> Review and Approval of Contracts</p>	<p><b>District School Board Review and Approval of Contracts</b></p> <p>Contract will be reviewed and approved at the School Board meeting for finalization.</p>
<p><b>Step 8:</b> Applicant Training</p>	<p><b>Approved Applicant Training</b></p> <p>Section 1002.33(6)(f)2., F.S., requires a charter school applicant to participate in training provided by the Department of Education after approval of an application but at least 30 calendar days before the first day of classes at the charter school. Training is required for approved applicants only or for those applicants pending approval or are in the process of an appeal</p> <p>Please do not register for the training if you have not submitted an application</p>
<p><b>August</b></p>	<p><b>Charter School Start-Up and Opening of School</b></p> <p>Upon approval of an application, the initial start-up shall commence with the beginning of the public school calendar for Collier County. A charter school may defer the opening of the school’s operations for up to 3 years. Written notification must be provided to the sponsor and the parents of enrolled students at least 30 days before the first day of school</p>