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)

February 1, 2020
PLEASE SEE BELOW:
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.
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  
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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.
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:

<table>
<thead>
<tr>
<th>School Year</th>
<th>Grade Levels</th>
<th>Total Projected Student Enrollment</th>
<th>Student Enrollment Capacity (if known)</th>
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<td>First Year</td>
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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,
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___

If yes, please list such districts:
________________________________________________________

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

________________________________________________________
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:

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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
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.

________________________________________________________________________________