

# Submission Instructions for Applying to Open a New Charter School

## New Applicant Training

Section 1002.33(6)(f), Florida Statutes, requires charter school applicants to participate in training after approval of an application but at least 30 calendar days before the first day of classes at the charter school. Charter school applicants are no longer required to participate in training before submitting an application.

For information on additional charter school resources, please see the Florida Department of Education's website at:

<http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-resources/>

## Application Submission

Charter school applications are due to the sponsor (school district) by August 1 of each calendar year for charter schools to be opened at the beginning of the school district's next school year.

Section 1002.33(6), F.S., requires charter school applicants to submit an application on a model application form developed by the Florida Department of Education. **Please note that the Model Florida Charter School Application that was adopted and made available on February 9, 2016 is the only application template that is accepted by The School Board of Broward County, FL.** The sponsor must then review the application using the evaluation instrument also developed by the Department. If approved, the sponsor will present a contract for negotiation.

The charter application process is a major undertaking. The applicant must demonstrate a capacity to develop and implement an innovative educational program. The process is rigorous and aligned to Florida Statutes. Charter school applications are subject to many requirements, including, but not limited to, the use of the guiding principles for charter schools, a detailed curriculum with differentiated strategies that serves the needs of all students, and a five-year viable financial plan. These requirements are clearly explained in Section 1002.33, Florida Statutes and in the Model Florida Charter School Application.

**\* In addition to the sections in the Model Florida Charter School Application, the Sponsor is also requesting that all applicants complete the Addendum – Consultant Information that can be found in Charter School Resources at [www.browardschools.com](http://www.browardschools.com).**

It is the applicant's responsibility to verify information on the Florida Department of Education's website in the event of any changes or additional requirements. We encourage charter applicants to also peruse The School Board of Broward County's website [browardschools.com](http://browardschools.com) for information that may assist applicants in completing their application as they include specific district processes and procedures. If you are planning on submitting a charter application on February 1, 2018, please send us a letter of intent, no later than December 1, 2017. For a sample letter, please visit [www.browardschools.com](http://www.browardschools.com), go to About Us, click on Departments, and click on Charter Schools. At the bottom, you will see a link for the Letter of Intent.

The School Board of Broward County requires that charter school applicants submit one (1) hardcopy, single-sided application, with a paginated table of contents that follows the sections specified in the revised Model Florida Charter School Application effective February 9, 2016. In addition, The School Board of Broward County requires that applicants use Charter-Tools for the

electronic application submission. Applicants will need to create an account at Charter-Tools.com and follow the instructions provided. Any submissions that do not align to this format will not be accepted. There will be an informational training for applicants on November 6, 2017 at 1:00 PM in the KCW Board Room to discuss the format of the application as well as the Charter.Tools platform. **At no time will District staff provide suggestions or recommendations that relate to the content of the application.**

The Charter Schools Management/Support Department will accept charter applications on Thursday, February 1, 2018 from 8:00 AM until 5:00 PM. Any late applications will not be accepted nor reviewed for the 2019-2020 school year but may be reviewed for the 2020-2021 school year upon request only. **Please refer back to the Charter Schools Management/Support website for any updates or changes to the actual submission process at [www.browardschools.com/School-Info/Charter-Schools](http://www.browardschools.com/School-Info/Charter-Schools).** If you have any questions, please call the Charter Schools Management/Support Department at 754-321-2135.