

## **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 there is a new Model Florida Charter School Application that was adopted and made available on February 9, 2016 and is required for the 2016 application cycle.** 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). This section is to be added as Addendum GG.**

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 August 1, please send us a letter of intent, no later than July 1, 2016. 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 instructions provided. Any submissions that do not align to this format will not be accepted. There will be an informational training for applicants on June 23, 2016 in the KCW Board Room to discuss the changes to the application as well as the Charter.Tools platform.

The Charter Schools Support Department will accept charter applications on Monday August 1, 2016 from 8:00 AM until 5:00 PM. **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).** Any late applications will not be accepted nor reviewed for the 2017-2018 school year but may be reviewed for the 2018-2019 school year upon request only. If you have any questions, please call the Charter Schools Management/Support Department at 754-321-2135.