

Letter of Intent Guidelines

Submitting a letter of intent is the preliminary step one must take in order to submit a charter school petition for review and consideration. For each proposed charter, a single letter of intent shall be submitted to both the State Board of Education and the DeKalb County Board of Education.

The letter must introduce the school's vision, mission, grade levels, anticipated number of students, proposed opening date, location of school and originality or inventiveness to improve student academic achievement and behavior.

In accordance with DeKalb Board Policy IBB and DCSD procedures, a letter of intent shall be submitted to DCSD no later than early December for start-up charter petitions, and early February for conversion, renewal, and high school cluster charter petitions, pursuant to the deadlines established by DCSD. The District reserves the right to modify the petition cycle schedule and deadlines, as necessary.

Please review the Sample Letter of Intent on the following page.

SAMPLE LETTER OF INTENT

**ABC Academy of Excellence
123 Innovation Avenue
Decatur, Georgia 30033
(123) 456-7890
abcacademy@school.com**

Date [no later than 6 months prior to date petition is due to the Georgia Department of Education]

**Georgia Department of Education
Charter Schools Division
2053 Twin Towers East
205 Jesse Hill Jr. Drive, SE
Atlanta, Georgia 30334**

**DeKalb County School District
Charter Office
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083**

RE: Letter of intent to open ABC Academy of Excellence Charter School

In accordance with Georgia State Board of Education Rule 160-4-9-.04, please accept our letter of intent to submit a petition for ABC Academy of Excellence Charter School to operate under the local authorization of the DeKalb County School District.

Our vision for ABC Academy of Excellence is _____. The mission of ABC Academy of Excellence is _____. ABC Academy of Excellence proposes to open for the _____ - _____ school year, serving grades _____ increasing to grades [if applicable] in _____ number of years.

We look forward to working with you during the review process of our completed petition.

Sincerely,
(name, title)