



Letter of Intent

Applying for an Existing ASD School Sponsor
Seeking Authorization from their Home LEA
for the 2026-27 School Year

Tennessee Department of Education | Updated November 2024

Letter of Intent Submission Instructions

Letter of Intent

Pursuant to [T.C.A. § 49-13-107\(a\)](#), all applicants must file a letter of intent prior to submitting an application. The letter of intent must be submitted at least 60 days prior to the application deadline of February 1. If February 1 falls on a Saturday, Sunday, or State observed holiday, the letter of application is due on the next business day, which then affects the date the letter of intent is due.

Letter of Intent Submission

The letter of intent shall be electronically filed with TDOE and the local board of education. If applying for authorization of more than one school, a letter of intent must be filed for each school.

- To submit to the Tennessee Department of Education:
 - The electronic file shall be uploaded to [the Tennessee Charter School Upload Form](#). The upload file should be named using the following structure: “LOI – *School Name*” (i.e., LOI – TDOE Academy).
 - When uploading your submission to the Tennessee Charter School Upload Form, you will receive an email confirming receipt.
- To submit to the local board of education for which the applicant is planning to apply, please contact the authorizer for information regarding how to submit the letter of intent.

Letter of Intent

Application for Authorization of a Tennessee Public Charter School

General Information

Name of Charter School	
Sponsor / Sponsoring Entity	
Model or Focus of School	
Proposed Authorizer of Charter School	
Projected Year of School Opening with the Identified Authorizer	
Name of School Leader	

Primary Contact

Provide the name of the person who will serve as the primary contact for the application. The primary contact should serve as the contact for follow-up, interviews, and notices regarding the application.

Name of Primary Contact	
Mailing Address	
Mailing Address Line 2	
City, State, Zip Code	
Primary Telephone	
Alternate Telephone	
E-Mail Address	

Current Leadership

List all current board members and their roles in the table below, adding rows as needed.

Examples of focus/expertise include, but are not limited to, community service/outreach, legal expertise/attorney, public relations, education, management/organizational experience, parent/community involvement, finance, marketing, fundraising/grant writing, personnel/human capital.

Full Name	Address	Current Employer and Role	Focus / Expertise

Abstract

Please attach an abstract for the proposed school (two pages maximum), addressing the following elements:

- Mission and vision for the school
- Academic focus and plan
- The population of students served
- Community outreach completed
- History of the existing school's academic success / other notable accomplishments

Applicant Eligibility

[T. C. A. § 49-13-106](#) limits who may sponsor a charter school and prescribes what type of entity may operate a charter school. Please read the following statements and check the box to confirm eligibility to submit an application and verify the status of the governing body.

- The sponsor of this charter school is not: "a for-profit corporation;" "a nonpublic school, as defined in [T.C.A. § 49-6-3001\(c\)\(3\)\(A\)](#), or other private, religious, or church school;" and the proposed charter school is not cyber-based.

Charter schools must be operated by entities that are exempt from federal taxation under § 501(c)(3) of the Internal Revenue Code. Please check one of the following, as applicable:

- The sponsor of this charter school is a not-for-profit organization with 501(c)(3) status.
- The sponsor of this charter school is a not-for-profit organization and has applied for 501(c)(3) status.
- I will provide evidence of non-profit incorporation and 501(c)(3) status at the time of contracting with the chartering authority

Conflict of Interest

Please identify any potential conflicts of interest that you or any board member may have in the space below. This is in alignment with best practices for both non-profit and charter school governance and is also aligned with [T.C.A. § 49-13-111\(f\)](#), which states “with regard to conflicts of interest, the governing body of a public charter school shall be subject to [T.C.A. §§ 12-4-101 and 12-4-102.](#)” These portions of Tennessee law govern public contracts and personal interests of officers and boards of directors.

By my signature below, I affirm that all the above statements are true to the best of my knowledge and belief.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Title of Authorized Representative