

STATE BOARD OF EDUCATION

ARKANSAS DEPARTMENT OF EDUCATION

**REQUIREMENTS FOR LETTER OF INTENT**

To Apply For A **Limited District Conversion** Public School Charter

Applicants for limited district conversion public charter schools are required to send a one (1) page “**Letter of Intent to Apply for a Limited Conversion District Public School Charter**” to the Arkansas Department of Education.

Submit the letter of intent via certified mail to the Department of Education at the following address no later than the close of the business day (4:00 p.m.) **on August 31**, in order for the application to be considered by the State Board of Education at a later date:

Arkansas Department of Education  
Charter School Office  
Four Capitol Mall, Room 105-C  
Little Rock, AR 72201

**Required format to be followed for the letter of intent:**

1. The letter of intent is to consist of only one (1) page;
2. Identify the school district which intends to apply for a charter;
3. Include the contact person’s name, full address, daytime telephone number, FAX number, and e-mail address;
4. Give the name of the school which intends to apply for a charter
5. Give the name of the proposed district conversion charter school;
6. Describe the location of the proposed district conversion charter school;
7. Identify the grade levels of students to be served by the district conversion charter school;
8. Provide proposed student enrollment cap for district conversion public charter school; and
9. Provide a one-paragraph description of the purpose or special emphasis of the proposed school.

**The superintendent of the school district for the proposed conversion public charter school should sign the letter.**