

ARKANSAS DEPARTMENT OF EDUCATION

**REQUIREMENTS FOR LETTER OF INTENT**

To Apply for a **District Conversion**  
Public Charter School

Applicants for district conversion public charter schools are required to send a one-page "**Letter of Intent to Apply for a District Conversion Public Charter School**" to the Arkansas Department of Education.

Submit the signed letter of intent, via email, to the Arkansas Department of Education at the following email addresses no later than 4:00 p.m. **on Tuesday, March 1, 2016** in order for the application to be considered by the authorizer during the 2016 cycle:

[ade.charterschools@arkansas.gov](mailto:ade.charterschools@arkansas.gov)

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

1. The letter of intent is to be a one-page document;
2. Identify the school district that intends to apply for the charter;
3. Include the contact person's name, full address, daytime telephone number, and email address;
4. Give the name of the school that the district wants to convert to charter status;
5. Provide the name of the proposed public charter school;
6. Describe the location of the proposed public charter school.
7. Identify the grade levels of students intended to be served by the public charter school;
8. Identify the number of students intended to be served by the 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 applying for the charter must sign the letter of intent to apply.**