



STARTING A CHARTER SCHOOL AUTHORIZED BY THE BOARD OF REGENTS

How to Submit a Letter of Intent (LOI)

1. PLEASE READ THE 2019 RFP AND APPLICATION KITS THOROUGHLY [Starting a Charter School](#)
2. All Applicant Groups seeking to establish a charter school are required to submit materials via the [Charter School Office Application Submission Portal](#) which will open to the landing page or “Welcome” message. Applicants may create only one account per application.



3. After reviewing the “Welcome” message, applicants must register to create an account. Click on “Sign Up” on the right-hand side of the landing page and you will be sent to the account creation page.
4. Once you have created an account, a confirmation email will arrive in your mailbox.

8. Scroll down and click on a task to open (Note: Tasks may be completed in any order and multiple members of applicant group may

15. Applicants must complete all of the required tasks and click on “Submit your application” to have your submission move forward for review.

16. Applicant(s) will receive an email notification acknowledging receipt of their respective Letters of Intent.

17. Complete **Table 1: Applicant Group Information** (which is now a form within the portal) as instructed in Section 1a of the Letter of Intent to provide the names, contact information, current employment, current or prospective roles, and relevant experiences, skills, and/or qualifications for all members of the applicant group, including the initial proposed board of trustees and any known proposed school employees.

18. Please follow the steps below to upload Attachment 5a for **EACH** individual member of the Applicant Group.

- **STEP 1:** Create folders on your hard drive for each member of the Applicant Group listed on Table 1. (i.e., Vickie_Smith, Marcia_Jones, Antonio_Rodriguez, etc.)

21. After adding members, you will see a message at the top of your task page indicating that the member has been “invited to join and will receive an email with instructions.” Multiple users or members may work within the portal at the same time.
22. If the applicant group decides to change the proposed school name after the account is created, you may need to change the school name.