



Calcasieu Parish School Board 2024-2025 District Charter School Application Process for  
Schools Opening in the 2026-2027 School Year or Beyond

*Forms and Information Needed for Submission of a Type 1 or Type 3 Charter School Proposal*

In compliance with R.S. 17:3982, the Calcasieu Parish School Board is making public through our website, and in printed form upon request, the guidelines for submitting a charter proposal, all forms required for submission of a charter proposal, the timelines established for accepting and reviewing charter proposals, the process that will be used to review charter proposals submitted to the board, and the name and contact information for a primary point of contact for charter proposals.

I. Charter School Application

Applicants should complete the 2024-2025 Common Charter School Application found [here](#). Applicants should complete the appropriate application based on whether or not they are a New Charter Operator, an Experienced Charter Operator or an applicant proposing to open a Virtual Charter School.

II. Charter School Process Schedule

- August 26, 2024: LDOE releases common applications and toolboxes with application resources.
- September 9, 2024: Deadline for local school authorizers to release Charter Requests for Applications, Timeline, Process, and Point of Contact.
- October 25, 2024: Local school boards submission deadline for the full application for Type 1 and Type 3 applicants.

Applicants should email all application components to [Jason.vanmetre@cpsb.org](mailto:Jason.vanmetre@cpsb.org).

- November 11, 2024: Local school boards notify LDOE and state legislators of charter applications received within each district.
- January 17, 2025: Last day for Calcasieu Parish School Board to make decisions to approve or deny charter applications.
- January 31, 2025: Local school boards notify LDOE of board recommendations.

III. Charter Application Review Process

All charter applications will be reviewed by an independent evaluator with educational, organizational, legal, and financial expertise. Applicants will have the opportunity to provide to the evaluator a written response to the independent evaluation of their charter application before the evaluator provides a final recommendation to Calcasieu Parish School Board.

IV. Charter School Contact Information

Individuals or organizations with questions about the district's charter application process should contact:  
Dr. Jason VanMetre, Superintendent  
[Jason.vanmetre@cpsb.org](mailto:Jason.vanmetre@cpsb.org)

337-217-4000  
Posted August 29, 2024

*Building Foundations for the Future*