



CHARTER SCHOOL APPLICATION PROCESS

The following information is an overview of the timeline and process for submitting charter school applications to the Henry County School System. The petitioner is responsible for adhering to all applicable federal, state, and/or local regulations. Please visit the Henry County Schools and the Georgia Department of Education websites for charter school policies and regulations.

Contact Information	
Henry County Schools (HCS)	Georgia Department of Education (GaDOE)
<p>Cleveland Johnson Executive Director 33 N. Zack Hinton Parkway McDonough, GA 30253 Phone: 770-957-6601 Fax: 770.914.2549 cleveland.johnson@henry.k12.ga.us www.henry.k12.ga.us</p>	<p>Allen Mueller Director, District Flexibility and Charter Schools Division 2053 Twin Towers East 205 Jesse Hill Jr. Drive SE Atlanta, GA 30334 Phone: 404.657.2529 Fax: 404.463.2393 amueller@doe.k12.ga.us www.gadoe.org</p>

HCS Timeline for Receiving Charter Applications			
School Year Opening: 2026-27	New Start-up Charters	New Conversion Charters	Charter Renewals
Letter of Intent Accepted Submit to the HCS Office of the Chief of Staff	January 6, 2025 to February 7, 2025	January 6, 2025 to February 7, 2025	Contact Cleveland Johnson for assistance
Charter Application Deliver to the HCS Office of the Chief of Staff - No mailed or faxed copies will be accepted.	Applications Accepted only on April 18, 2025 (8:30 a.m. to 4:30 p.m.)	Applications Accepted only on April 18, 2025 (8:30 a.m. to 4:30 p.m.)	

HCS Requirements for Completing and Organizing a Charter Application	
1	Complete the Georgia Department of Education (GaDOE) Charter School Application. Organize the application package according to GaDOE requirements.
2	Submit twenty (20) paper copies to the Henry County Schools Office of the Chief of Staff. Fasten each copy with a binder clip (do not place in a notebook). Copies of the petition will not be returned.
3	Submit a USB drive which includes (1) electronic copy in Microsoft Word format (appendices may be in PDF format). The USB drive will not be returned.

HCS Charter Application Review Process	
1	Upon receipt of the charter application, the HCS Charter Review Committee will initiate the review process.
2	The committee will schedule a time to meet with the applicant. The applicant will provide a brief presentation on their proposed charter school and respond to questions from the committee.
3	If necessary, the committee may request the applicant to provide clarification or additional information via email or in writing. The written clarification or additional information will become part of the application.
4	The committee will submit its findings to the HCS Superintendent.
5	The Superintendent or their designee will notify the petitioner and the Georgia Department of Education of the decision to approve or deny the application. If the application is denied, the Superintendent or their designee will provide a written statement of the reason(s) for denial.

Note: Applicants must follow Georgia Department of Education requirements to submit a charter application for State Board of Education review.