

Submission Instructions for Applying to Open a Charter School

For information on charter school resources, please see the Florida Department of Education's (FLDOE) website at: <http://www.fl DOE.org/schools/school-choice/charter-schools/charter-school-resources/>

- **Application Submission**

Charter school applications may be submitted to the sponsor (school district) any time during each calendar year for charter schools to be opened at the beginning of the school district's school year, or to be opened at a time agreed to by the applicant and the sponsor.

Section 1002.33(6), F.S., requires charter school applicants to submit an application on a model application form developed by the Department. The sponsor must then review the application using the evaluation instrument also developed by the Department. If approved, the sponsor will present a contract for negotiation using the model contract format. . **Please note that only the most recent version of the Model Florida Charter School Application is the one accepted by The School Board of Broward County, FL.**

The charter application process is a major undertaking. The applicant must demonstrate a capacity to develop and implement an innovative educational program. The process is rigorous and aligned to Florida Statutes. As required in s.1002.33(6), F.S., a school board receives and reviews all charter school applications and, within 90 days of receipt must approve or deny the application, unless the applicant agrees to a review extension. All charter applicants must prepare and submit an application on a model application form prepared by the Department, which:

- Demonstrates how the school will use the guiding principles.
- Provides a detailed curriculum
- Contains goals and objectives for improving student learning.
- Describes the separate reading curricula and differentiated strategies.
- Contains an annual financial plan

In addition to the Model Florida Charter School Application, the Sponsor also requests that all applicants complete the *Addendum – Consultant Information* and the *Extension of Review Waiver* that can be found as part of the Sponsor's electronic application submission platform – Anvilar.

It is the applicant's responsibility to verify information on the FLDOE website in the event of any changes or additional requirements. Charter applicants are also encouraged to visit The School Board of Broward County, Florida's website for information that may assist applicants in completing their application as an understanding of district-specific processes and procedures is paramount to the success of operating a charter school in Broward County, FL. If you are planning on submitting a charter application, please send a letter of intent 60 days prior to submitting an application for review. For a sample letter, please visit Charter Application Process to find the Letter of Intent.

The School Board of Broward County, Florida requires that applicants use the Sponsor's electronic application submission platform - Anvilar. Applicants will need to create an account at Anvilar and follow the instructions provided. Any submissions that do not align to this format will not be accepted.

If you have any questions, please call the Charter Schools Management Support Department at 754-321-2135.