

Category:	Procedure:	
Instructional Goals and Objectives	Public Charter Schools-Applications	
Descriptor Code:	Issued Date:	Revised Date:
AP-I-451-1	July 2026	

CHARTER SCHOOL APPLICATIONS

A timeline for the application and review process will be in alignment with state law and state board policies. A copy of the protocol will be available on the district's website.

The Letter of Intent should be completed on the forms provided by the State Board of Education. The Letter of Intent should be submitted by the sponsor to the Board and the Tennessee Public Charter School Commission (the Commission).

The authorizer will confirm receipt and provide the sponsor with the current federal, state, and local per-pupil funding estimates.

Charter school applications should be completed using the forms provided by the State Board of Education. The application shall provide all the information required by state law.

The application (electronic and print) shall be submitted to the Board on or before 11:59 pm Central Time on February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. Applicants will be assessed a fee of \$2,500 when their applications are submitted to offset the costs incurred during the application and evaluation process. If the deadline for the Letter of Intent or the Application falls on a weekend or holiday, submissions will be accepted the next business day.¹

All responsive applications will be evaluated by a committee recommended by the Director of Schools/designee and approved by the Board of Education (KCBOE Policy I-451). The committee shall consist of internal and external evaluators with varied expertise.

The review committee shall use the application scoring rubric provided by the State Board of Education and submit a recommendation to the Board for each application. The recommendation will include a consensus decision from the charter review committee to approve or deny the application.²

COMMITTEE REPRESENTATIVES

The committee shall consist of individuals with the following experience:

- A. Academics (KCS)
- B. Business & Talent (KCS)
- C. Operations (KCS)
- D. Student Services (KCS)
- E. Law Office
- F. Parent Representative
- G. Community Representative

COMMITTEE RESPONSIBILITIES

The Charter Review Committee will be appointed to serve for one calendar year. They will review any applications to the Board, including amendments, new school/replication applications, or renewals.

Legal References:

1. T.C.A. § 49-13-107, TN Comp. R & Regs: 0520-14-01-.01.
2. T.C.A. §§ 49-13-107 and 108; State Board of Education Policy 6.111; TN Comp. R & Regs: 0520-14-01-.01.