Jefferson Parish Schools

Charter School Application Cycle

Letter of Intent Guidance

All applicant groups seeking to establish a charter school authorized by the Jefferson Parish School Board to open in 2028-29 or beyond must submit a Letter of Intent, not to exceed 6 pages in length (excluding any summary pages and attachments) by September 21, 2026.

Save as a pdf. Document using the following conventions:

1. Non-Profit Name_ Proposed School Name_ Letter of Intent_ JPS_Full LOI _Date of Submission
2. Non-Profit Name_ Proposed School Name_ Letter of Intent_ JPS_Redacted LOI _Date of Submission

Letter of Intent Must Include the Below Information:

Section 1: Proposed Charter School Information

a. **Proposed school name;**

b. **Proposed school mission statement**;

c. **Proposed school location** that at minimum identifies Eastbank or Westbank of Jefferson Parish and may also specify a specific neighborhood or community within that district. Indicate whether the applicant group is requesting to be located in public school district facilities;

d. **Target population/community served:** Describe the school's target population and the community that the school intends to serve;

e. **Planned grades and enrollment, using the required chart below to indicate grades, ages, and enrollment for each of year of the initial charter term**;

Required Attachments:

❒ **Table 1**: **Projected Enrollment Table Over the Charter Term – See Below**
Insert Table 1 in Section 1 of the Letter Intent behind the response to letter "d"

f. **Proposed management and/or partner organization(s):** If the proposed school will be affiliated with a charter management organization or a significant partner organization, describe the organization(s) and the rationale for their selection;

g. **Replication:** If the proposed school will replicate an existing school model, provide a brief description of the model school's success and discuss why replication of the

h. model school is needed or provides a high-quality option for the intended population of students or community; and

i. **School overview:** A brief description of the design of the proposed school, including key design elements and any additional innovative design elements that might require specific expertise to evaluate during the review process.

Section 2: Enrollment and Retention Strategies

a. Briefly describe the school's strategies to recruit and enroll its students, specifically:
   i. Those identified in the school's mission;
   ii. Students with disabilities;
   iii. Multilingual Learners/English Language Learners; and
   iv. Economically disadvantaged students.

b. Briefly describe the school's strategies to retain its students, specifically:
   i. Those identified in the school's mission;
   ii. Students with disabilities;
   iii. Multilingual Learners/English Language Learners; and
   iv. Economically disadvantaged students.

Section 3: Public Outreach and Community Support

a. Describe the public outreach conducted to date to solicit community input regarding the proposed school using **Table 2**.

b. Describe your initial assessment of parent interest in and/or demand for your proposed charter school, which will allow the school to reach its anticipated enrollment. Include in your response a description or analysis of any data you have collected to support the initial assessment of interest.

Required Attachments:

❒ **Table 2**: **Public Outreach Information** – **See Below**
Insert Table 2 in Section 3 of the Letter Intent behind the response to letter "b"

❒ **Attachment 2a**: **Initial Samples of Public Outreach;** Provide **ONE** sample of evidence from **EACH** of the following categories that supports the applicant group's outreach attempts:
   1. The group has informed the community about the proposed charter school, including the intended location, the target student population, the grades to be served, and a description of the educational program(s) to be offered;

2. Stakeholders in the community were given the opportunity to provide input into the design of the proposed charter school; and
3. At least one public meeting with stakeholders in the community in the school district in which the proposed charter school is to be located. Reasonable public notice should be provided to community stakeholders.

Samples of evidence may include but are not limited to: a public meeting flyer with sign-in sheet and signatures; minutes of discussions with community parents, stakeholders or organizations and feedback obtained; public awareness campaigns (emails, social media postings, media, etc.) with documented results; and/or surveys distributed with statistical analysis.

***Please do not submit petitions; keep for your own records.**

Section 4: Applicant Group Information

a. Applicant Group: Using Table 1, provide the name, contact information, current employment, the current or prospective role, and the relevant experience, skills, and/or qualifications in the proposed school for all members of the applicant group, which includes initial proposed board of trustees and any proposed school employees.

b. Public Contact: Please provide a phone number and/or email address to which public inquiries about the proposed charter school may be addressed. This contact information will be public and may be made available on the JPS Charter School Office website.

c. Application History: Identify whether any member of the current applicant group has ever applied to this or another charter entity to open this proposed school or another charter school, either in Louisiana or outside of Louisiana. Indicate the date on which the application(s) was/were submitted and to which charter entity; briefly describe the outcome of the charter entity's decision.

Required Attachments:

❒ **Table 3**: **Application Group Information – See Below**
Insert Table 3 in Section 4 of the Letter Intent

V. Proposed Board Chair Signature and Date

The last page of the Letter of Intent must be signed and dated by the proposed board chair of the new school before uploading the document into the portal.

Please be advised that the submitted Letter of Intent (and all other charter school application material) is a public record. Personal contact information of all members of the applicant group should be redacted from the document (on the redacted version), but all other information may become public.

Table 1: Projected Enrollment Table Over the Charter Term

Table 1 is not counted toward the page limits

Projected Enrollment Table Over the Charter Term						
Grades	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year at Capacity**
K						
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
11th						
12th						
Ungraded						
Totals						

Table 2: Public Outreach Information

Table 2 is not counted toward the page limits

The table may be duplicated if addition space is needed

Date(s) of Outreach (mm/dd/yy)	Target Stakeholder Group	Description of the Outreach	Location of Outreach	Input Obtained	Action Taken on Input	Number of Attendees
Ex. 01/16/2021 meeting date	Families of students with disabilities, community members	Sent flyers to community-based organizations serving children and families with special needs. Hosted a meet/greet to introduce team and solicit feedback on application.	ABC Community Center 1000 Avenue Harvey, LA	Need for family partners	Add a family liaison to the staff who is bi-lingual	22 families of students in grades Pre-Kindergarten and Kindergarten

Table 3: Applicant Group Information

Table 3 is not counted toward the page limits

*Minimum of 5 members of applicant group must be designated as Trustees

The table may be duplicated if addition space is needed

	Applicant Group Member Name/Phone/ Email Address	Current Employment	Relevant Experience/Skills and Role on Applicant Group (key words)	Proposed Role(s) in School (e.g., trustee, employee, none)	Proposed Position on the Board (e.g., officer, trustee, or constituent representative)
Ex.	John Smith (555) 555-5555 email@gmail.edu	UNO Education Professor	Curriculum Development Education Plan Committee	Trustee	President