

TEMPLATE FOR

CHARTER SCHOOL LETTER OF INTENT TO SEEK RENEWAL OF CHARTER

Charter School Name
Charter School Address
Charter School City, State and Zip Code
Charter School Telephone Number
Charter School E-Mail Address
Charter School Website

Date

VIA E-MAIL

Georgia Department of Education
District Flexibility and Charter Schools Division
2053 Twin Towers East
205 Jesse Hill Jr. Drive, SE
Atlanta, GA 30334

Local Board of Education Name
Local Board of Education Address
Local Board of Education City, State and Zip Code

RE: Letter of Intent to Renew Name of Charter School

To the District Flexibility and Charter Schools Division and Name of Local Board of Education:

In accordance with Georgia State Board of Education (SBOE) Rule 160-4-9-.05, please accept this letter of intent to renew the Charter of Name of Charter School. We propose to renew our Charter for a term of _____years to begin on July 1, 20____. We will submit a charter renewal application to the Name of Local Board of Education by their local deadline. If approved locally, we will submit our charter renewal petition to the Georgia Department of Education within 30 days of local approval but no later than November 1 of the year before our current charter contract expires.

We look forward to working with you during the renewal process and appreciate your consideration.

Sincerely,

Name

Title
E-mail Address
Phone Number