

EXAMPLE: LETTER OF INTENT

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

(no later than 6 months prior to the date petition is due to local board of education)

VIA E-MAIL

Office of Charter School Compliance
State Charter Schools Commission of Georgia
1356 Twin Towers East
2 Martin Luther King 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 open (Name of Charter School)

To the Office of Charter School Compliance and (Name of Local Board of Education):

In accordance with Georgia State Board of Education (SBOE) Rule 160-4-9-.04, please accept this letter of intent to open for the ____ - ____ school year, serving grades ____ increasing to grades ____ (if applicable) in ____ (number of years). (Name of Charter School) is projecting an initial enrollment number of ____ students and proposes to add ____ students per year.

We look forward to working with you towards the completion of the petition process and the successful start of our first school year.

Sincerely,

Name

Title

E-mail Address

Phone Number