

**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

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Date

**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 Renew 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-.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 Office of Charter School Compliance within 30 days of local approval.

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

Sincerely,

Name

Title

E-mail Address

Phone Number