

Instructions for the Letter of Intent

Purpose

The Letter of Intent (LOI) provides formal notice to the Office of Education Innovation regarding an applicant's intentions to submit a Prospectus and Full Application to open a school in Fall 2023 (replication only), Fall 2024 (all other applicants) or thereafter.

Process

All applicants who intend to submit a Prospectus and Full Application during the Spring 2023 charter application cycle must submit a Letter of Intent through the [online form submission](#) by 12 p.m., Jan. 6, 2023, to be eligible to submit a Prospectus. Applications from applicants who do not submit a letter of intent by 12 p.m., Jan. 6, 2023, will not be accepted.

Guidance

The information below is provided to support applicants in successfully completing the Letter of Intent.

The Office of Education Innovation accepts applications from five types of applicants, which must be indicated on the LOI:

- A **new design applicant** is proposing a school model independent from a third-party manager or existing regional or national charter network for a new school that has not previously existed. This could be proposed by a new or existing operator.
- An **existing design applicant** is one that is proposing to (a) convert a private school to a charter school, or (b) contract with an Educational Service Provider that will provide the academic program. The Mayor's Office will conduct due diligence on the design's existing schools. The Mayor's Office will look for evidence of the existing school's success and the applicant's capacity to replicate the school model or to convert from a private school to a charter school. A plan to implement a specific program, such as a widely used curriculum for a particular subject area, does not categorize an applicant as an existing design applicant. In addition, the applicant must show that individuals or organizations that have operated similar schools will be deeply involved in the creation of the proposed school. This could be proposed by a new or existing operator.
- A **replication applicant** is an existing operator in the mayor's portfolio that is looking to replicate an existing school, but in a different location or for another grade configuration.
- A **transfer applicant** is an existing operator with a charter school under another Indiana authorizer who would like to transfer that school to the Mayor's Office. *Transfer applicants will complete a separate application linked on OEI's website.*
- A **restart applicant** is one seeking an Innovation Restart agreement with Indianapolis Public Schools. If an applicant is planning to pursue another type of Innovation Network Partnership, that should be disclosed as well.

Legal Name of Organization Applying for the Charter:

In order to apply to become a charter school authorized in Indiana, an applicant shall meet the requirements of an "organizer" as detailed in Indiana Code Title 20. Education § 20-24-1-7, which are as follows:

- The organizer must be a nonprofit corporation that is incorporated or registered in Indiana;
- The organizer must be recognized by the Internal Revenue Service to be tax exempt and maintains such tax-exempt status; *(This may be pending during the application process but must be final prior to the first day of student instruction unless express written permission is granted by the Director of Charter Schools.)*
- The organizer must have an independent board whose members have been elected or selected under the organizer's application and that has entered into a contract under this article to operate a charter school.

Education Service Provider:

"Education service provider" means a for-profit education management organization, nonprofit charter management organization, school design provider, or any other partner entity with which a charter school intends to contract for educational design, implementation, or comprehensive management as stated in Indiana Code Title 20. Education § 20-24-1-6.1

Proposed School Location:

If you have an exact building address of your proposed school location, be sure to include this in the LOI. If you do not have an exact building address, provide a narrative description of the location where you seek to locate. Be sure to include neighborhoods, community names, and any other information that allows us to better understand your plan.

Target Student Population:

Describe the anticipated student population you seek to serve through the approval of the proposed school. Explain how the intended student population is representative of the demographics of the location. Provide rationale for seeking to serve this specified student population and community.

Brief Description of Kind of School to Be Chartered:

Provide a clear and concise overview of the proposed school model, highlighting the key design elements of the school model critical to its success in serving the intended student population.

Mission Statement:

The mission is a statement of the fundamental purpose of the school that describe why it exists and whom it intends to serve in 1-2 concise, clear sentences.

Instructions for the Applicant Eligibility Determination

Purpose

The Applicant Eligibility Determination is a review process required for all applicants who are new operators or non-mayor-sponsored charter school operators seeking to submit a Prospectus and Full Application. Any organization or individual may become eligible to submit a charter application by meeting specific eligibility requirements as detailed in Indiana Code Title 20. Education. To demonstrate the charter applicant has met all requirements to submit a Prospectus and Full Application, the eligibility determination form must be submitted by 12 p.m., Jan. 6, 2023.

Process

All applicants who intend to submit a Prospectus and Full Application during the Spring 2023 Charter Application cycle must submit eligibility determination forms as PDFs in an email to the Director of OEI, Patrick McAlister, at Patrick.McAlister@indy.gov by 12 p.m., Jan. 6, 2023. Applications from applicants who do not submit the forms by the deadline will not be accepted.

Guidance

The information below is provided to support applicants in successfully completing the eligibility determination forms.

In order to apply to become a charter school authorized in Indiana, an applicant shall meet the requirements of an “organizer” as detailed in Indiana Code Title 20. Education § 20-24-1-7, which are as follows:

- The organizer must be a nonprofit corporation that is incorporated or registered in Indiana;
- The organizer must be recognized by the Internal Revenue Service to be tax exempt and maintains such tax-exempt status; *(This may be pending during the application process but must be final prior to the first day of student instruction unless express written permission is granted by the Director of Charter Schools.)*
- The organizer must have an independent board whose members have been elected or selected under the organizer's application and that has entered into a contract under this article to operate a charter school.

If an applicant intends to contract with an education service provider for substantial educational services, management services, or both educational services and management services, the request for proposals shall require the applicants to provide the following per Indiana Code Title 20. Education §20-24-3-2.5:

- Evidence of the education service provider's success in serving student populations similar to the targeted populations, including demonstrated academic achievement as well as successful management of nonacademic school functions, if applicable.
- A term sheet setting forth:
 - the proposed duration of the service contract;
 - the roles and responsibilities of the organizer, the school staff, and the education service provider;
 - the performance evaluation measures and timelines;
 - the compensation structure, including clear identification of all fees to be paid to the education service provider;
 - the methods of contract oversight and enforcement;
 - the investment disclosure;
 - that the school and the authorizer are entitled to any data directly related to the operation or management of the school, such as financial data, enrollment data, demographic data, performance data, and student data, in the possession of the education service provider, but may not include any proprietary, intellectual property, or similarly protected data of the education service provider; and

- the conditions for renewal and termination of the contract.
- A disclosure statement to explain any existing or potential conflicts of interest between the organizer and the proposed education service provider or any affiliated business entities.
- Assurance that the organizer will be structurally independent of the education service provider and shall set and approve school policies. The assurance must also provide that the terms of the service contract must be reached by the organizer and the education service provider through arms length negotiations in which the organizer must be represented by legal counsel. The legal counsel may not also represent the education service provider.

A charter school shall be established for one or more of the following purposes, as stated in Indiana Code Title 20. Education §20-24-2-1:

- Serve the different learning styles and needs of public school students.
- Offer public school students appropriate and innovative choices.
- Provide varied opportunities for professional educators.
- Allow public schools freedom and flexibility in exchange for exceptional levels of accountability.
- Provide parents, students, community members, and local entities with an expanded opportunity for involvement in the public school system.

A charter school is prohibited to discriminate on the basis of the following, as detailed in Indiana Code Title 20 Education §20-24-2-2:

- Disability
- Race
- Color
- Gender
- National origin
- Religion
- Ancestry

Charter Applicant Eligibility Determination Form

This form is for new operators and non-mayor-sponsored charter school operators only. Please review the statements below and indicate whether each is “Yes/True,” and will hold true if the application is approved. If the answer to any item is “No/False,” please submit a statement of explanation.

| Assurance | Yes/True | No/False |
|--|----------|----------|
| 1. The applicant is a nonprofit corporation that is incorporated or registered in Indiana; | | |
| 2. The applicant has been recognized by the Internal Revenue Service to be tax exempt and maintains such tax exempt status, or is in the process of doing so; | | |
| 3. The applicant has an independent board whose members have been elected or selected under the organizer's application and that has entered into a contract under this article to operate a charter school. | | |
| 4. The applicant is not a for-profit entity. | | |
| 5. If the applicant chooses to contract with an Education Service Provider, it will comply with all required submissions of OEI. | | |
| 6. The charter school seeks establishment in order to serve one or more of the purposes of a charter school outlined in Indiana Code Title 20. Education §20-24-2-1. | | |
| 7. The charter school will not discriminate on the basis of disability, race, color, gender, national origin, religion, ancestry, or any other characteristic. | | |
| 8. There are no liens, litigation history and/or sanctions from any local, state, and/or federal regulatory agency against the nonprofit corporation. | | |

Certification

I certify that I have the authority to submit this documentation and that all information contained herein is complete and accurate. I recognize that any misrepresentation could result in disqualification from the application process or revocation afterward.

Signature of Founding Board Chair

Date