

Submission Instructions for Applying to Open a Charter School

- **New Applicant Training**

Section 1002.33(6)(f), Florida Statutes, requires charter school applicants to participate in training after approval of an application but at least 30 calendar days before the first day of classes at the charter school. Charter school applicants are no longer required to participate in training before submitting an application.

For information on additional charter school resources, please see the Florida Department of Education's website at:

<http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-resources/>

- **Application Submission**

Charter school applications are due to the sponsor (school district) by February 1 of each calendar year for charter schools to be opened 18 months later at the beginning of the school district's school year, or to be opened at a time agreed to by the applicant and the sponsor.

Section 1002.33(6), F.S., requires charter school applicants to submit an application on a model application form developed by the Florida Department of Education. **Please note that only the most recent version of the Model Florida Charter School Application is the one accepted by The School Board of Broward County, FL.** The sponsor must then review the application using the evaluation instrument also developed by the Department of Education. If approved, the sponsor will present a contract for negotiation.

The charter application process is a major undertaking. The applicant must demonstrate a capacity to develop and implement an innovative educational program. The process is rigorous and aligned to Florida Statutes. Charter school applications are subject to many requirements, including, but not limited to, the use of the guiding principles for charter schools, a detailed curriculum with differentiated strategies that serves the needs of all students, and a five-year viable financial plan. These requirements are clearly explained in Section 1002.33, Florida Statutes and in the Model Florida Charter School Application.

In addition to the sections in the Model Florida Charter School Application, the Sponsor is also requesting that all applicants complete the Addendum – Consultant Information and the Extension of Review Waiver that can be found in Charter Application Process at browardschools.com and in the appropriate section of Charter.Tools.

It is the applicant's responsibility to verify information on the Florida Department of Education's website in the event of any changes or additional requirements. We encourage charter applicants to also peruse The School Board of Broward County, Florida's website for information that may assist applicants in completing their application as they include district-specific processes and procedures. If you are planning on submitting a charter application on February 1, please send a letter of intent, no later than December 1. For a sample letter, please visit Charter Application Process to find the Letter of Intent.

The School Board of Broward County, Florida requires that applicants use Charter.Tools for the electronic application submission. Applicants will need to create an account at Charter.Tools and follow the instructions provided.

Any submissions that do not align to this format will not be accepted. In addition, The School Board of Broward County, Florida requires that charter school applicants convert the application submitted in Charter.Tools to a PDF and submit one (1) bound, hardcopy replication of the application submitted electronically, complete with all attachments. The deadline for the hardcopy is also February 1.

As the KCW Administrative Building is not currently accepting visitors, the hardcopy can be mailed to:

Choice/Charter Schools Management Support Department
600 SE 3rd Avenue, 12th Floor
Fort Lauderdale, FL 33301

Electronic submissions will be accepted from 12:00 AM until 11:59 PM on February 1. Any late applications will not be accepted nor reviewed for the 2023-2024 school year but may be reviewed for the 2024-2025 school year upon written request only. **Please refer back to the Choice/Charter Schools Management Support website for any updates.** If you have any questions, please call the Choice/Charter Schools Management Support Department at 754-321-2135.

