**LETTER OF INTENT for NEW CHARTER SCHOOLS**

* *Friends of Education requires developing groups to submit a signed and dated Letter of Intent, which must be received by Friends of Education no later than the November 1st immediately preceding the application due date, and which must contain all of the following information. Friends of Education uses this information to schedule sufficient Expert Reviewers.*
* *Applicants do need not use this specific form; Friends of Education provides this form for convenience purposes.*
* *Incomplete Letters of Intent (Letters of Intent which do not include all requested information), or Letters of Intent received after November 1st, render the developing group ineligible to submit an application for the next application due date, and Friends of Education will not consider any such applications.*
* *Scan and email Letter of Intent to:* [*director@improvek-12education.org*](mailto:director@improvek-12education.org) *Friends of Education will acknowledge receipt within five business days.*

**\*\*\*\*Letters of Intent Must Contain the following information: \*\*\*\***

**DATE**:

**NAME OF SCHOOL**:

**GRADES TO BE SERVED BY THE SCHOOL**:

**[Name of School] INTENDS TO SUBMIT AN APPLICATION TO FRIENDS OF EDUCATION NO LATER THAN [insert date / the next application due date]**

**CONTACT INFORMATION FOR SCHOOL’S PRIMARY CONTACT**:

**Name**:

**Address**:

**Phone**:

**Email**:

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scan and Email to: [director@improvek-12education.org](mailto:director@improvek-12education.org)

Friends of Education will acknowledge receipt of a Letter of Intent within five business days.