

## Apply Right 2016 – Phase II Application

### Draft Letter of Intent Instructions

All applicants must submit a draft Letter of Intent (LOI), not to exceed 5 pages in length, by February 11<sup>th</sup> at 5:00pm. Submissions should be sent to [jleffel@nyccharterschools.org](mailto:jleffel@nyccharterschools.org). We ask that you complete the draft based on your team's knowledge and research as opposed to reaching out to Jaclyn or Simeon for additional guidance.

ALL applicants must submit a Letter of Intent containing the following:

#### Applicant Information:

- Name;
- Contact information; and,
- Information establishing the applicant as a parent, teacher, school administrator or resident of the community where the charter school is proposed to be located.

#### Partner Information:

- Name and address of proposed CMO and/or partner organization(s), if applicable.

#### School Information:

- Proposed school name (which must, according to the Act, contain the words "Charter" and "School");
- Proposed education corporation name (must contain "Charter" and "School");
- Proposed school location (district or New York City CSD);
- Approximate date that the school would start instruction (i.e., August, 2017);
- Planned grades and enrollment in the 1st year of operation;
- Planned grades and enrollment in the 5th year of operation; and,
- School description: A brief description of the school model, especially any unique design elements that might require specific expertise in the review process.

### Evidence of Outreach and Community Input

Letters of Intent must include concrete evidence that potential applicants have made progress toward the following criteria:

- Make the public aware of their intent
  - An application will be submitted to the SUNY Trustees to open a new charter school;
  - The approximate date that the school would commence instruction (i.e., August, 2016);
  - Intended location;
  - Target population;
  - Proposed grades and enrollment;
  - Mission;
  - Description of academic program;
  - That the applicant group is actively soliciting comments on the charter proposal, its educational program and student programmatic needs; and,
  - The manner in which members of the public can submit comments (e.g., at a meeting, by email, in writing, etc.).
- The community had meaningful opportunities for input
- There was a thoughtful process for considering community feedback and incorporating it into the final proposal

Evidence of outreach could include:

- Dated correspondence with community stakeholders that clearly includes a request for comments and provides directions for submitting them. Note: if community outreach includes a form letter, submit a single copy of the form letter, a list of the parties that received the letter, and samples of evidence that the letters were actually received (for example email receipts or replies to the letters);
- Invitations or documentation of room reservations for events or meetings with stakeholders, sign-up sheets, etc. (invitations should include directions to submit comments for those who cannot attend);
- Marketing materials with information about how to provide feedback;
- Copies of media coverage, e.g., articles, blog posts, television spots — again all material should solicit comments; and/or,
- Proposal information posted on a website inviting feedback, and documentation of the feedback.

Proposals must explain how, and provide evidence that, all three criteria for public outreach have been met and describe how the feedback was incorporated into the proposal.