



Office of School Choice, Virtual School and Charter Schools

OFFICE OF CHARTER SCHOOLS

CHARTER SCHOOL APPLICATION SUBMISSION REQUIREMENTS FOR 2012-13 For Charter Schools Opening 2013-14

The School Board of Sarasota County complies with Florida Statutes 1002.33 for the submission, review and evaluation of new charter school applications. Charter school applications are due to the sponsor (school district) by August 1 of each calendar year. Please adhere to the following requirements for submitting an application:

I. Model School Application

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 (FLDOE). The district must then review the application using the evaluation instrument also developed by FLDOE. The forms are available on the FLDOE website (www.floridaschoolchoice.org/information/charter_schools/) and are also posted on the district's charter schools web page.

- IEPC-M1: Model Charter School Application
- IEPC-M2: Application Evaluation Instrument

II. Contents

The charter application document must contain:

- Application Cover Sheet
- Table of Contents with page numbers that follow the model application
- One-page executive summary as part of the application
- The completed sections and subsections of the DOE Model Application template
- Appendices (clearly labeled and paginated)
- Background Security Affidavits (with original document only)

III. Format

In order for the district to most effectively and efficiently review your application, it is important that applications be complete and properly formatted. To ensure completeness and readability of your application, you are asked to comply with the following formatting guidelines:

All applications are to be submitted in Microsoft WORD 2007 or higher edition.

- Applications must be PAGINATED sequentially throughout the document
- All pages must be SINGLE SIDED

- One (1) original hard copy and 15 copies of the application are to be submitted
 - Each copy of the application must be contained in a three-ring binder.
 - The name of the school should be clearly identified on the cover and on the side with a spine label.
 - The original copy should be accompanied by Background Security Affidavits for each founder and founding board member.
- One electronic copy of the application should be submitted on CD or USB as one continuous document (no separate files).

Note: Copies of the application and other materials will not be returned to the applicant.

District Orientation and Information Session

The Sarasota School District offers an information session for all potential charter applicants each spring (April/May). Applicants will be introduced to resources available to give technical support in the application process.

Resources and Helpful Information

The Florida Department of Education's Florida School Choice provides a wealth of information about how to start a charter school, application requirements and other technical assistance. Please visit the site at www.floridaschoolchoice.org/information/charter_schools/.

Submission of Completed Applications

Completed applications must include all of the items stated above and be received no later than 4:30 PM on Wednesday, August 1, 2012 in the Office of Charter Schools Room 107, School Board of Sarasota County, 1960 Landings Boulevard, Sarasota, Florida 34231. Late or incomplete applications will not be accepted. **No changes to the application or submission of new information may be made after the submission date.**

Timeline for Charter Application Review

Please refer to the district's 2012-13 timeline, schedule of activities and procedures for the review of new charter school applications proposed for the 2013-14 school year. This document is posted on the district's charter schools web page at www.sarasotacountyschools.net/departments/charterschools/.

For any other questions related to the charter school application process, please contact Sarasota County's Office of School Choice and Charter Schools at (941) 927-9000, Ext. 32171.