



Dr. Cade Brumley  
STATE SUPERINTENDENT

P.O. Box 94064 | Baton Rouge, LA 70804-9064

# District Charter Application Process Website Template

## Instructions for District Administrators

On the page below, you will find text that you may copy and paste to your district website in order to comply with charter application process website requirements. If you choose to use the template found on the following page, complete these instructions:

1. Copy and paste the text on the following page to a new Word document.
2. Replace any words that you see in **[brackets]** with district-specific information by selecting the highlighted portion and typing in the district-specific information.
3. Check your document to make sure all **[brackets]** are replaced with the correct information.
4. Post the completed text to your website no later than September 9, 2024.

### Notes

---

- Use of this template is entirely optional. It is one way to ensure compliance with the charter application process posting law articulated in RS 17:3982; however, your district may also choose to create and post your own text if you would like.
- The template on the following page articulates a charter application process that meets all minimum compliance requirements. You may choose to use this template as a foundation and add to it if you would like.
- Per August 2024 update to Bulletin 126, §311: upon submission of an application for a Type 1 or Type 3 charter school to a local charter authorizer, an applicant shall provide notice to the LDOE. Submission to LDOE should be complete using the Jotform link: <https://form.jotform.com/242324710353144>.



Dr. Cade Brumley  
STATE SUPERINTENDENT

P.O. Box 94064 | Baton Rouge, LA 70804-9064

**[Name]** School Board 2024-2025 District Charter School Application Process  
for Schools Opening in the 2026-2027 School Year or Beyond

*Forms and Information Needed for Submission of a Type 1 or Type 3 Charter School Proposal*

In compliance with R.S. 17:3982, the **[Name]** School Board is making public through our website, and in printed form upon request, the guidelines for submitting a charter proposal, all forms required for submission of a charter proposal, the timelines established for accepting and reviewing charter proposals, the process that will be used to review charter proposals submitted to the board, and the name and contact information for a primary point of contact for charter proposals.

I. Charter School Application

Applicants should complete the 2024-2025 Common Charter School Application found [here](#).

Applicants should complete the appropriate application based on whether or not they are a New Charter Operator, an Experienced Charter Operator or an applicant proposing to open a Virtual Charter School.

II. Charter School Process Schedule

- August 26, 2024: LDOE releases common applications and toolboxes with application resources.
- September 9, 2024: Deadline for local school authorizers to release Charter Requests for Applications, Timeline, Process, and Point of Contact.
- October 25, 2024: Local school boards submission deadline for the full application for Type 1 and Type 3 applicants.

Applicants should email all application components to **[insert email address]**.

- November 11, 2024: Local school boards notify LDOE and state legislators of charter applications received within each district.
- January 17, 2025: Last day for **[Name]** School Board to make decisions to approve or deny charter applications.
- January 31, 2025: Local school boards notify LDOE of board recommendations.

III. Charter Application Review Process

All charter applications will be reviewed by an independent evaluator with educational, organizational, legal, and financial expertise. Applicants will have the opportunity to provide to the evaluator a written response to the independent evaluation of their charter application before the evaluator provides a final recommendation to **[Name]** School Board.

IV. Charter School Contact Information

Individuals or organizations with questions about the district's charter application process should contact:

**[Name of District Staff Person]**, **[Title]**  
**[Email Address]**



Dr. Cade Brumley  
STATE SUPERINTENDENT

P.O. Box 94064 | Baton Rouge, LA 70804-9064

[Phone Number]

Posted [Date Posted]