



Letter of Intent Form
Change in Authorizer Request

A charter school currently operating in the state of Indiana may apply to Education One, LLC. for a change in authorizer request. The school must complete and submit this Letter of Intent Form, including all attachments, prior to submitting an initial proposal to Education One. All necessary documentation may be submitted via email to:

Lindsay Omlor
Lindsay@education1.org
 Managing Director, Education One, LLC.

Note: Submission of the Letter of Intent (LOI) does not obligate a school to submit an initial proposal to Education One. However, schools should be advised that the LOI is subject to Indiana’s Public Access Laws, including public records requests.

Name of Charter School

Mailing Address		
Street Address:		
City:	State:	Zip Code:

Board Chair Contact Information	
Name:	Email:
Office Phone:	Cell Phone:

School Leader Contact Information	
Name:	Email:
Office Phone:	Cell Phone:

History of School		
Year of Opening:	Current Authorizer:	Charter Renewal Year:
Education Service Provider/EMO:		Number of Years with ESP/EMO:

School Information		
Current Grade Levels Served:	Current Enrollment :	School District Where the School is Located:
Brief Description of School:		

Required Attachments

In addition to completing the information requested above, please also submit the following attachments:

1. **Board Letter:** A letter, signed by the charter school board chair, that includes the following information:
 - Brief explanation for why the charter school board would like to change authorizers
 - Brief statement verifying that the school is in good academic standing, or has shown significant improvement results, as illustrated by the Indiana State Assessment Proficiency Results
 - Brief statement verifying that the school is in stable financial health, and is also in good financial standing with the current authorizer
 - Brief statement verifying that the school has a history of compliance with all applicable laws and its current charter

NOTE: This letter should not exceed two (2) pages in length.

2. **Mutual Agreement to Terminate or Not Renew the Charter Agreement:** The outgoing authorizer and the charter school's board must both submit statements to Education One with their intent to terminate or not renew the charter school contract. This could be a joint letter or two separate letters from both entities. The letter(s) must be signed and dated by the responsible parties.