Baltimore County Public Schools
Letter of Intent

Applicants are required to complete and send a Letter of Intent as the first step in the public charter school application process. Submission of a Letter of Intent implies no further obligation on either party.

Submission of this Letter of Intent expresses non-binding intent, as authorized by the public charter school’s founding board members to apply for a public charter school by January 2 of the following year. The filing of the Letter of Intent may not be used for promotion or advertising, although it may be noted in internal school communications or as otherwise authorized by Baltimore County Public Schools. Please inquire with any questions regarding these restrictions.

Applicants are required to send a Letter of Intent and the accompanying Contact Information, Prospectus, and Pre-Operational Budget to the Baltimore County Public Schools’ Charter School Liaison by May 1 two years prior to anticipated school opening (see instructions).

Contents

Providing a Letter of Intent gives the applicant an opportunity to share information and receive feedback informally from the Board of Education. In order for the Board to respond meaningfully, the following key components should be included in the Letter Of Intent:

1. A brief explanation of the mission of the proposed charter school.
2. The proposed location of the charter school.
3. The name of the organizing group and primary contact person.
Sample Letter

Date

Director, Social Sciences
Attn: Charter School Liaison
Division of Curriculum and Instruction
Baltimore County Public Schools
105 W. Chesapeake Ave.
Towson, Maryland 21204

RE: Public Charter School Letter of Intent

Dear Director:

Provide a brief explanation of the mission, purposes, and location of the proposed school.

Sincerely,

Name of Public Charter School Sponsor
Title