This document should be completed in its entirety and submitted to CSI no later than the date specified on the [New School Application website](https://www.csi.state.co.us/applicants/). Please submit to Janet Dinnen at janetdinnen@csi.state.co.us.

CSI recommends that all new school applicants complete a pre-application orientation 2-6 months prior to submitting a Letter of Intent. The orientation gives the applicant a chance to connect with CSI’s leadership team to clarify the expectations for each section of the application. It also gives CSI an opportunity to briefly walk through process expectations, common challenges, and helpful resources to consider. If you have not yet completed an orientation session, please contact Janet Dinnen to set one up.

**Applicant Eligibility**

*Please be sure you meet the following eligibility requirements:*

* *The Applicant is one or more individuals, a nonprofit, governmental, or other entity or organization (22-30.5-510 CRS)*
* *The Applicant commits that the school will be organized as a Colorado non-profit organization established and operated solely for this purpose (22-30.5-507 CRS)*
* *The Applicant has identified individuals who have committed to serve as a founding board for the proposed school*
* *If proposing to locate in a district that retains* [*exclusive chartering authority*](http://www.cde.state.co.us/cdechart/distauthinfo) *(ECA), the Applicant has already communicated with the geographic district about the potential to seek authorization through CSI. (Note: The CSI Board will be unable to act on an application unless the board of the geographic district releases the applicant through a board resolution.)*
* *If the Applicant intends to contract with an education management provider, the Applicant must commit to provide (22-30.5-509 CRS):*
	+ *A summary of the provider’s performance data for other current and past schools;*
	+ *An explanation and evidence for the provider’s capacity for expansion while maintaining quality;*
	+ *An explanation of any existing or potential conflicts of interest between the board the provider;*
	+ *A copy of the actual or proposed contract with the provider.*

**Primary Contact for Application**

**Legal Name:**

**Proposed Role at the School (if any):**

**Email Address:**

**Phone Number:**

**Address:**

**Proposed School Information**

**School Name:**

**Legal Name of School Leader (if identified):**

**Educational Model (i.e. Core Knowledge, Montessori, etc.):**

**Geographic District (i.e. school district in which the proposed school will be located):**

*Notes: The Applicant shall provide proof to CSI that it has given written notice of the application and provided a complete copy of the application to the Board of Education and District Accountability Committee of the school district in which the proposed school is to be located on or before the date the complete application is submitted to CSI.*

**Is this a replication of an existing school in Colorado (not authorized by CSI)? *If yes, list existing school here:***

**Is the Applicant applying to another authorizer in addition to CSI? *If yes, list existing authorizer here:***

**School’s Vision:**

**School’s Mission:**

**Projected Enrollment for Proposed School**

|  |  |  |
| --- | --- | --- |
|  | **Grade Levels Offered (ex: K-8)** | **Projected Pupil Count (ex: 200)** |
| **Year 1: \_\_\_\_\_ (ADD YEAR HERE)** |  |  |
| **At Full Build Out: \_\_\_\_\_ (ADD YEAR OF PROPOSED BUILDOUT HERE)** |  |  |

**Projected Demographics for the School**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **% Minority** | **% Free/Reduced Price Lunch Eligible** | **% Special Education** | **% English Learner** | **% Gifted/Talented** |
|  |  |  |  |  |

**Governing Board Membership**

|  |  |  |
| --- | --- | --- |
| **Legal Name** | **Position on Board** | **Email Address** |
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**Background Check**

**Has any member of the applicant team, proposed school leader, or governing board member been convicted of a felony or misdemeanor, other than a misdemeanor traffic offense or traffic infraction? *If yes, please specify such felony or misdemeanor, the date of such conviction, and the court entering the judgment of the conviction.***

**Proposed School Program Information**

Items below correspond to application addenda or attachments. Please answer “Yes” or “No” next to each question. ***If you answer “Yes” to any of these items, you will need to complete the appropriate attachment or addendum as part of the application.***

* **Is the school intending to meet the state’s definition of an online school (multi- or single-district online school)?** *If yes, complete the Online Addendum.*
* **Does the school plan to contract with an education management provider, charter school incubator, be part of an existing network, or join a charter school collaborative?** *If yes, complete the Education Management Provider Addendum.*
* **Does the school plan to be an Alternative Education Campus (AEC) in line with the state’s definition?** *If yes, complete the AEC Addendum.*