

## **CSI New School Application**

## **Letter of Intent**

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 explain process expectations, common challenges, and helpful resources to consider. If you have not yet completed an orientation session, please email [authorization\_CSI@csi.state.co.us](mailto:authorization_CSI@csi.state.co.us) to schedule one.

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/new/). Please submit to [authorization\_CSI@csi.state.co.us](mailto:authorization_CSI@csi.state.co.us).

**Applicant Eligibility**

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

* *The Applicant is one or more individuals, or a nonprofit, governmental, or other entity or organization (22-30.5-510, C.R.S.). The Applicant is not a for-profit entity (22-30.5-508(1)(b), C.R.S.).*
* *The Applicant commits to organize the school as a Colorado nonprofit organization established solely and operated solely for this purpose and administered and governed by an independent governing body (i.e., school board/board of directors) (22-30.5-507, C.R.S.).*
* *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*](https://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, C.R.S.):*
  + *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**

**Full Legal Name:**

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

**Email Address:**

**Phone Number:**

**Mailing Address:**

**Proposed School Information**

**School Name:**

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

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

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

*Note: 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 authorizer here:***

**School’s Vision:**

**School’s Mission:**

**Projected Enrollment for Proposed School**

*Given historic trends regarding the relationship between Letters of Intent, projected enrollment, and actual Year 1 enrollment, CSI expects that applicants have roughly 100% of Year 1 enrollment in Letters of Intent at the time of application submission.*

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| --- | --- | --- |
|  | **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**

*CSI seeks to foster high quality school options that serve all students and are reflective of the communities in which they are located. To that end, CSI prioritizes proposals that seek to serve a similar or higher percentage of special populations than the identified community.*

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

**Board Membership**

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

**In the last ten years, has any member of the applicant team, proposed school leader, or board member been convicted of any felony or any misdemeanor related to violence, dishonesty, or moral turpitude?**

**\_\_\_No**

**\_\_\_Yes (*If yes, please specify the offense, 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)** (22-30.7-102, C.R.S.)**?**

**\_\_\_No**

**\_\_\_Yes** *If yes, complete the* [*Online Addendum*](https://resources.csi.state.co.us/wp-content/uploads/2025/01/Online-School-Addendum_Jan-2025_External.docx)*.*

* **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?**

**\_\_\_No**

**\_\_\_Yes** *If yes, complete the* [*Educational Service Provider Addendum*](https://resources.csi.state.co.us/wp-content/uploads/2025/01/Education-Management-Provider-Addendum.docx)*.*

* **Does the school plan to be an Alternative Education Campus (AEC) in line with the state’s definition** (22-7-604.5, C.R.S., 1 CCR 301-57)**?**

**\_\_\_No**

**\_\_\_Yes** *If yes, complete the* [*AEC Addendum*](https://resources.csi.state.co.us/wp-content/uploads/2025/01/AEC-Addendum_Jan-2025_External.docx)*.*

* **Does the school plan to offer a homeschool option program?**

**\_\_\_No**

**\_\_\_Yes** *If yes, complete the* [*Homeschool Addendum*](https://resources.csi.state.co.us/wp-content/uploads/2025/01/Homeschool-Addendum_Jan-2025_External.docx)*.*

* **Does the school plan to offer preschool program?**

**\_\_\_No**

**\_\_\_Yes** *If yes, complete the* [*Preschool Addendum*](https://resources.csi.state.co.us/wp-content/uploads/2025/01/Preschool-Addendum_Jan-2025_External.docx)*.*