

Sample Letter of Intent

ORGANIZATION NAME
STREET ADDRESS
CITY, STATE ZIP CODE
CONTACT PHONE NUMBER
EMAIL

DATE

(This letter shall be submitted to the OPSB prior to submission of the charter application)

RE: Letter of Intent to Open XYZ Academy

In accordance with the Orleans Parish School Board, please accept our letter of intent to submit an application during the Spring 2019 Charter Cycle for XYZ Academy.

Our vision for XYZ Academy is _____.

The mission of XYZ Academy is _____.

The intended instructional model/innovation of XYZ Academy is _____.

XYZ Academy proposes to open for the _____ - _____ school year, serving grades _____ increasing to grades {if applicable} in _____ number of years. XYZ Academy is projecting an enrollment of (#) of student and proposes to add (#) of students per year.

We are interested in being located _____.

We look forward to working with you towards the completion of our petition and the successful start of our school year.

Sincerely,