

Charter School Application Process and Timeline 2023-24



Activity	Description	Date
Technical Assistance	Applicant may schedule an appointment to discuss application procedures, requirements and deadlines. To schedule this appointment, please call Karen McMillan, Coordinator of School choice and Charter, at (904) 336-6953 Model Applications and Application Evaluation Instruments can be found on the FLDOE site .	Open Dates
Application submission	Applicant must submit 5 bound hard copies of the charter application and 2 USB flash drives (labeled with the name of the school) to the Coordinator of School Choice and Charter at 800 Walnut Street, Green Cove Springs, Florida 32043. Attn: Karen McMillan. Both hardbound and USB copies must have the following: <ul style="list-style-type: none"> • Table of Contents • Numbered Pages for all sections, attachments and addenda that correlate to the Table of Contents • Pages must be formatted using one side of the page with no smaller than 1" margins • 12-point font and single-spaced. • Hardbound-tabbed sections and USB-bookmarked sections <p><i>Upon the submission of these documents, no further changes can be made to the application, except those allowed by statute.</i></p>	Model Florida Application is available on the FLDOE website .
Interview	All applicants and/or applicant teams will be interviewed by CCDS staff at a date and time agreed upon by both parties	Varies
Application Review	CCDS staff will complete a formal evaluation of the charter application using the Florida Charter School Application Evaluation Instrument provided by the FDOE, also available on the FDOE website.	Up to 90 days from submission
Recommended Action	Complete evaluation instrument and review of the application will be sent out to the applicant including the recommendation of approval or denial from the Superintendent.	Varies
Application Decision	Considering the formal evaluation of the application by district staff and the Superintendent's recommendation, the School Board will vote to approve or deny the application at a School Board Meeting or Workshop.	Up to 90 days from submission

Information on this document is subject to change at any time.