



Liberty County School System (LCSS)

Charter School Application Timeline and Process

The following information is an overview of the timeline and process for submitting charter school applications to the LCSS. The petitioner is responsible for adhering to all applicable federal, state, and/or local regulations.

Please visit the Office of Charter School Commission (OCSC) website for timelines and requirements.

<https://scsc.georgia.gov/office-charter-school-compliance/local-start-petition>

The timeline below must be followed according to the State Board of Education rule, 160-4-9-.05 where all Georgia school districts are required to provide a timeline for Charter School petitions.



Timeline for Receiving Charter Applications

July 1	Letter of Intent (LOI) Due to LCSS Superintendent: The LOI is the first step in the start-up process, notifying the local board(s) of education and the OCSC of your intent to submit a start-up application. <i>The LOI must follow the OCSC template and be submitted six months before the petition deadline.</i>
January 1	Full Petition Submission Due to Superintendent's Office <i>be submitted on or before January 1</i> <ul style="list-style-type: none">• 7 copies and 1 electronic copy on a flash drive delivered to Superintendent's Office <p><i>Must be submitted no later than six months after the Letter of Intent is submitted.</i></p>
May	May BOE Meeting – Business Item (2nd Tuesday of the month) Petition Approved: A copy is submitted to the OCSC and notice of approval sent to the petitioner within 30 days of Board meeting date. Petition Denied: A detailed statement of denial will be provided to the petitioner, the SBOE and the OCSC, with the elements set forth in state statute. (sent within 20 days of Board meeting).
May - October	The Charter School pre-opening period would begin at least 6 months after the January Board meeting and approval.



Requirements for Completing and Organizing a Charter Application

1. Complete Letter of Intent (LOI) and Charter Start-Up Petition
2. Submit seven (7) paper copies to the Superintendent's Office. Copies of the petition will not be returned.
3. Submit a USB drive which includes (1) electronic copy in Microsoft Word format (appendices may be in PDF format). The USB drive will not be returned.

LCSS Charter Application Review Process

1. Upon receipt of the charter application, the Superintendent will assemble a Charter Review Committee to conduct the review process.
2. The committee will schedule a time to meet with the applicant. The applicant will provide a brief presentation on their proposed charter school and respond to questions from the committee.
3. The committee will submit its findings to the Superintendent.
4. The Superintendent will make a recommendation, and the Liberty County Board of Education will take action by majority vote to approve or deny the application no later than 90 days after its submission, unless an extension is agreed upon by both parties.
5. The Superintendent will notify the petitioner and the Georgia Department of Education (GADOE) of the decision to approve or deny the charter application. If the charter application is denied, the Superintendent will provide a written statement of the reason(s) for the denial.