October 2016

Dear SCPCSD Pre-Applicants,

Thank you for your interest in submitting a charter application to the South Carolina Public Charter School District (SCPCSD). We applaud your efforts on behalf of the children of South Carolina!

As we approach the **February 1, 2017** application deadline for schools seeking to open for the **2018-2019 school year**, you will find information below to assist you. The “Opening a School” section of the SCPCSD website at http://www.sccharter.org/open-a-school/ also walks you through the submission steps and contains links to the required documents. Those documents are as follows:

* **Letter of Intent to Apply**
* **South Carolina Department of Education (SCDE) Charter School Application**
* **SCPCSD Charter School Application Addendum**

Additionally, please note the following:

* All **Letters of Intent to Apply** (Letters of Intent) are due by **November 3, 2016**. Letters of Intent should be emailed to Catherine Watt at the SCPCSD at cwatt@sccharter.org, with a copy to the SCDE at charterschools@ed.sc.gov. The school contact listed on your Letter of Intent must be the Planning Committee Chair. All subsequent correspondence from the SCPCSD will be sent directly to the Chair.
* The due date for all **Applications** is **February 1, 2017** for charter schools that seek to open in the 2018–19 school year. Applications received *after* the deadlinewill notbe considered. The window for submissions is **January 25 - February 1, 2017**. No applications will be accepted *prior to* January 25, 2017.
* All **Applications** must be submitted to the SCPCSD via Google Drive. No hard copies will be accepted. Please ensure that your application contains a Table of Contents to facilitate locating specific sections and attachments. The Committee Chair whose name is provided on the Letter of Intent will receive an invitation and instructions to access the school folder for application submission in Google Drive. If you have any questions regarding electronic submission, please contact Bobby Rykard, our Director of Performance Management, at rrykard@sccharter.org or 803.734.0669. A copy of the application also must be submitted to the SCDE. Please refer to the SCDE Application Submission instructions for further information as to its specific requirements.
* The SCPCSD also requires applicants to complete the **SCPCSD Charter School Application Addendum.** The Addendum should be submitted to the SCPCSD in electronic format via Google Drive. The Addendum also should be attached to the copy of Application sent to the SCDE, as referenced above.
* Further, in conjunction with your application, please note that S.C. Code Ann. § 59-40-60(F) (9) requires the application to "provide assurance that the school does not conflict with any school district desegregation plan or order in effect for the school district in which the charter school is to be located." Please further note that the SCPCSD is not subject to a desegregation plan or order. Your application must include a statement as to whether the local school district where the school will be physically located is subject to a desegregation plan or order. Contact your local school district to verify. If it is under such an order, then the application must provide the assurance required by S.C. Code Ann. § 59-40-60(F) (9). You do not need to attach a letter from our Superintendent stating that SCPCSD is not subject to a desegregation order or plan.

If you have any questions regarding the SCPCSD charter application process, please contact me. Thank you very much.

Catherine Watt

**Catherine Watt**

**Director of New Schools**

**South Carolina Public Charter School District**

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