

## **Directions for Completing the Charter Application**

- A brief description of the standards that may be used to review your application follows each question. These review standards are not intended to be exhaustive or prescriptive, but rather, should serve as a helpful guide to formulate your responses.
- Answer All Questions on the Florida DOE Charter School Application.
  - In the Correct Order.
  - Using the Same Numbering System.
  - Best to Write Each Question and Then Provide Answer.
- Provide Information in the Correct Section of the Application.
  - Reviewers Are Assigned Sections of the Application.
    - If the Material is Not in the Appropriate Location It Will Not be Scored.
    - Reviewers Will Not Search the Document to Locate the Answer.
- Provide a Table of Contents for Easy Review.
  - Indicate page numbers where the information is referenced in the charter application.
- Present the Attachments in an Organized and Properly Labeled Manner.
- Provide a Letter of Intent for Submitting a Charter Application.
- Complete the Information Cover Sheet.

**Good luck! Please contact the Office of School Choice at 321-633-1000, Ext. 395, if you have any questions.**

