



Prospectus Components and Guidelines

The Prospectus will describe the basic elements of the applicant's plan for establishing a charter school. The Prospectus will be reviewed and evaluated by the sponsor to determine if the sponsor will accept a full application. The sponsor reserves the right, but is not obligated to, request additional information based on the Prospectus prior to determining whether to accept a full application. Additional reviews, such as professional consultant evaluations, interviews and due diligence on proposed programs and the founding team, also may be conducted.

A thorough Prospectus, at a minimum, addresses the following:

- The school's mission
- The targeted student population
- The school design –
 - If a replication of an existing model, include links to websites and performance data
 - Include contact information of existing school(s)
- A day in the life of the school for students, staff, parents, etc.
- Expected academic, operational, governance and financial outcomes
- Evidence for, or explanation how, the school design can produce those outcomes
- The school's innovation
- The founding team –
 - List of 501(c)3 board members and any identified staff
 - A description of the capacity to open and operate the school

Prospectus Format

- Maximum five (5) pages
- Submitted electronically via email as a PDF
- All pages numbered
- One-inch margins on all sides
- Minimum 11-point font
- Times New Roman font
- All spelling and grammar correct
- Spacing standard single space
- No attachments or ancillary documents
- Embed links to research, charter management organizations, existing schools as applicable