**Letter of Intent to Transfer to The Charter Institute of Erskine College**

Charter school’s Letter of Intent to be considered for transfer from the current sponsor to The Charter Institute of Erskine should be received by September 1, 2017, to be considered for the 2018/19 school year.

A letter requesting consideration of transfer should be sent to Cameron Runyan (CharterInstitute1839@gmail.com). The following information will need to be submitted before the request is complete:

1. Provide overview information including the school’s legal name; enrollment (by grade level), mailing address, school leader’s name and contact information.

For the needed material below, if the information is provided on the school’s website, please provide the link in the space provided. Information found on the web page will not need to be submitted separately.

Web page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Provide the mission statement for the charter school.
2. Provide a short statement for the rationale for the transfer request.

1. Provide the transfer resolution approved by the school’s Governing Board. Include the date the resolution was passed. Include a list of the Board Members, contact information, officer positions, and term expiration dates.
2. Provide an organizational chart showing reporting structure between the school leader(s), Board, and staff. If the charter school contracts or partners with an entity for management or educational services, the organizational chart should also reflect such relationship(s).
3. Provide a clear and concise overview of the charter school’s academic program key design elements.
4. Provide copies of all school evaluation reports during the charter term (i.e. State Report Cards, Annual Report Cards, current authorizer reports, and renewal reports for the school).
5. Provide a copy of the most current financial audit and any other pertinent financial information.
6. Provide a copy of the school’s governing by-laws
7. Provide a description of the current facilities for the school or facilities that are used in any capacity for the operation of the school.
8. If applicable, provide a copy of the lease agreement of the financial arrangements to purchase the facilities.
9. Provide a list of any current or past litigation or outside investigations (e.g. Office of Civil Rights or SCDE’s Office of Special Education Services).

Note: Charter school transfers require the approval of the current sponsor as well as the potential

receiving sponsor.