

# Application Instructions for the 2024-2025 Cycle

(August 1, 2024 – July 31, 2025)

1. The Hillsborough County School Board is authorized to sponsor charter schools.
2. It is the responsibility of the charter school applicant to request technical assistance from the [Florida Department of Education](#) or the [Hillsborough County Public Schools Charter Office](#).
3. Acceptance of an application for review does not imply or ensure approval of the application.
4. Approval of an application does not authorize the operation of the charter school. Approval of an application authorizes the parties to negotiate a contract to open and operate the proposed school.
5. Charter school applicants wishing to apply during the 2024-2025 review cycle shall **provide a letter of intent** to establish a charter school to the [Hillsborough County Public Schools Charter Office](#) **at least 30-days prior to application submission**. The letter may include the intended name of the school, the name of the board chair, the identified management company (if applicable), enrollment projections, grade configuration, educational program focus, and the location, if known.
6. Applicants shall submit the charter application according to the process delineated in the [State's Model Florida Charter School Application](#) and **ensure the following formatting specifications are adhered to when submitting the application to Hillsborough County**:
  - **Two (2) application binders** organized with **labeled tab dividers** identifying each section (1-22), each applicable attachment and each applicable addenda of the application.
  - **One (1) USB flash drive** labeled with the school's name containing a **compiled PDF** of the application with each section, attachment, and addenda **bookmarked within the PDF**. *Must be identical to application binders.*
  - Ensure both the binders and PDF contain a table of contents **with page numbers** identifying all sections, attachments, and addenda.
  - Ensure **consecutive page numbers throughout** the binder and PDF compilation (sections, attachments, and addenda) aligns with the table of contents.
7. Applications will be received according to the submission deadlines found in the table below between 8:00 a.m. and 4:00 p.m. in the HCPS Charter Office or via mail at the Raymond O. Shelton School Administrative Center (ROSSAC) c/o Charter Office at 901 East Kennedy Boulevard, Tampa, Florida, 33602.

Letter of Intent Submission Deadline:	*Application Submission Deadline:	HCSB Meeting Date:
August 19, 2024	<b>September 18, 2024</b>	December 17, 2024
October 22, 2024	<b>November 22, 2024</b>	February 25, 2025
December 20, 2024	<b>January 23, 2025</b>	April 22, 2025
February 24, 2025	<b>March 24, 2025</b>	June 17, 2025
April 28, 2025	<b>May 28, 2025</b>	August 26, 2025
June 30, 2025	<b>July 30, 2025</b>	October 28, 2025

*\*Exceptions must be scheduled in advance.*

8. All applications will be presented to the Hillsborough County School Board within 90 days of submission, with the recommendation for approval or denial from the Superintendent unless otherwise agreed upon by both parties.
9. For more information and/or guidance on submitting a charter school application to Hillsborough County Public Schools, contact the Charter Office at (813) 272-4049 or [charterinfo@hcps.net](mailto:charterinfo@hcps.net)