



CHARTER SCHOOL APPLICATION PROCESS

The following information is an overview of the timeline and process for submitting charter school applications to the Henry County School System. The petitioner is responsible for adhering to all applicable federal, state, and/or local regulations. Please visit the Henry County Schools and the Georgia Department of Education websites for charter school policies and regulations.

Contact Information			
Henry County Schools (HCS)		Georgia Department of Education (GaDOE)	
Summer Cox Executive Director 33 N. Zack Hinton Parkway McDonough, GA 30253 Phone: 770-957-6601 Fax: 770.914.2549 summer.cox@henry.k12.ga.us www.henry.k12.ga.us		Allen Mueller Director, District Flexibility and Charter Schools Division 2053 Twin Towers East 205 Jesse Hill Jr. Drive SE Atlanta, GA 30334 Phone: 404.657.2529 Fax: 404.463.2393 amueller@doe.k12.ga.us www.gadoe.org	
HCS Timeline for Receiving Charter Applications			
School Year Opening: 2024-25	New Start-up Charters	New Conversion Charters	Charter Renewals
Letter of Intent Submit to the HCS Office of the Chief of Staff	By February 2, 2024	By February 2, 2024	Contact Summer Cox for assistance
Charter Application Deliver to the HCS Office of the Chief of Staff - No mailed or faxed copies will be accepted.	Applications Accepted only on April 12, 2024 (8:00 a.m. to 5:00 p.m.)	Applications Accepted only on April 12, 2024 (8:00 a.m. to 5:00 p.m.)	
HCS Requirements for Completing and Organizing a Charter Application			
1	Complete the Georgia Department of Education (GaDOE) Charter School Application. Organize the application package according to GaDOE requirements.		
2	Submit twenty (20) paper copies to the Henry County Schools Office of the Chief of Staff. Fasten each copy with a binder clip (do not place in a notebook). Copies of the petition will not be returned.		
3	Submit one (1) electronic copy in Microsoft Word format (appendices may be in PDF format) to Summer Cox at summer.cox@henry.k12.ga.us .		
HCS Charter Application Review Process			
1	Upon receipt of the charter application, the HCS Charter Review Committee will initiate the review process.		
2	The committee will schedule a time to meet with the applicant. The applicant will provide a brief presentation on their proposed charter school and respond to questions from the committee.		
3	If necessary, the committee may request the applicant to provide clarification or additional information via email or in writing. The written clarification or additional information will become part of the application.		
4	The committee will submit its findings to the HCS Superintendent.		
5	The Superintendent will make a recommendation and the Henry County Board of Education will take action to approve or deny the application no later than 90 days after its submission, unless an extension is agreed upon by both parties.		
6	The Superintendent will notify the petitioner and the Georgia Department of Education of the decision to approve or deny the application. If the application is denied, the Superintendent will provide a written statement of the reason(s) for denial.		

Note: Applicants must follow Georgia Department of Education requirements to submit a charter application for State Board of Education review.