

Date

Name of Sponsoring Entity

Address

City, State, Zip Code

Dear Sir:

This letter is to inform you that **[name of sponsoring entity]** intends to submit an application to the Texas Education Agency in response to the Generation Twenty Open-Enrollment charter school application process. Statutory guidelines require that applicants send the enclosed *Statement of Impact* form and a copy of the completed *Application Coversheet* to each district and open-enrollment charter school that may be affected by the proposed charter school. Your district or charter school is receiving this information because the proposed charter school's designated geographic boundary (or transfer boundary) overlaps with your district's or charter school's boundary. The proposed charter school's designated geographic boundary will include the following districts: **[list each district]**. {If the proposed charter school will have a transfer policy, the following sentence should also be included: "In addition, the proposed charter school will have a transfer policy whereby it may admit students residing outside of the designated geographic boundary once all eligible applicants residing within the geographic boundary have submitted a timely application and been enrolled. The transfer boundary will include the following districts: **[List each district.]**"}

The attached *Statement of Impact* form provides a district or charter school with an opportunity to inform the commissioner of whether the proposed charter school may adversely impact it financially or in some other respect. Completed forms may be returned to:

Texas Education Agency
Attention: Rick Salvo
1701 North Congress Avenue
Austin, Texas 78701

Forms must be received no later than **Friday, April 10, 2015**, for the information to be considered. If you have questions about the process for approval of open-enrollment charter schools, please contact the Division of Charter School Administration at (512) 463-9575 or visit <http://www.tea.state.tx.us/index2.aspx?id=25769814742>. If you would like a complete application for the open-enrollment charter school, please contact **[Insert name of sponsoring entity]** at **[Insert phone number.]**

Sincerely,

CEO of Sponsoring Entity

Enclosures: Statement of Impact form
 Application Coversheet

cc: Legislative Representative(s)
 State Board of Education member