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-Five 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 that may be affected by the proposed charter school. Your district is receiving this information because the proposed charter school’s designated geographic boundary overlaps with your district’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 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: John Garland
1701 North Congress Avenue
Austin, Texas 78701

Forms must be received no later than Friday, February 21, 2020, 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) 463-3533 or visit http://tea.texas.gov/Texas_Schools/Charter_Schools/. Our application will be available on the Texas Education Agency Charter School webpage on (or around) February 21, 2020. If you would like a complete application prior to that date, 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