



Charter School Application Instructions and Format

Deadline	Refer to Charter School Application Timeline. Applications received after the due date stated in the Friends of Education Charter School Application Timeline will not be considered even if postmarked before the due date.
Format	8 1/2" x 11" paper, 1" margins on all sides Minimum 12-point font Citations must be embedded in the text Page #s in bottom center of each page School name in left footer of each page No tabs/dividers Executive Summary may be single-spaced. All other sections, double-spaced.
Page Limit	95 pages total for Parts I through III, plus: 2 page limit for Part IV A 3 page limit for Part V Page limits do not apply to: Table of Contents (Required) Part IV B (Budget) Part IV C (Cash Flow) Part VI (Required Attachments) Applications exceeding any page limits will not be considered.
Type and Number of Copies	1 paper original with signatures in blue ink 1 paper copy of original, single-sided 1 electronic copy – Word (of application, not attachments) & Excel (of budget) compatible (exact copy of originals), either CD or flash drive Facsimile and email applications will not be accepted.
Where to Submit	R. E. Topoluk Friends of Education EX0-01-A 200 East Lake street