



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

April 9, 2025

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Eric G. Mackey *EJM*
 State Superintendent of Education
RE: Application as a Charter School Authorizer for the Local School Board

Pursuant to the [Alabama School Choice and Student Opportunity Act, 2015-3](#) and [2023-420](#), as amended, public charter schools may be established in Alabama in accordance with this Act, and this act also permits local school boards to apply as a public charter school authorizer.

Act 2015-3 states:

A local school board may apply to the department for chartering authority within the boundaries of the school system overseen by the local school board. The department shall publicize to all local school boards the opportunity to apply to the state for chartering authority within the school system they oversee. By June 1 of each year, the department shall provide information about the opportunity, including an application deadline, to all local school boards.

To apply as a public charter school authorizer, your local school board must follow the procedures below:

- The local board of education must submit written notification to the Alabama State Department of Education (ALSDE) of its intent to serve as a charter authorizer in accordance with the Act using this link: [Intent to Serve as Public Charter School Authorizer](#).
- Submit an application for approval to serve as a charter school authorizer prior to November 1, 2025, using this link [Charter Authorizer Application](#). If your local school board is not prepared to apply as an authorizer during this time, an application may be submitted at a later date to be determined by the ALSDE.

It is recommended that you and your local school board become familiar with [Act 2015-3](#), [Act 2023-420](#), as amended, and the [National Association of Charter School Authorizers \(NACSA\) Principles and Standards for Quality Charter School Authorizing](#). For your guidance, please find attached a timeline for the Alabama Public Charter School Process for opening in 2027 as you complete the application to become a Public School Charter Authorizer.

If you have any questions related to the charter school authorizer application process, please contact Dr. Margaret M. Jones by email at charterschools@alsde.edu or via telephone at (334) 694-4994.

EJM/MMJ

Attachment

cc: Mr. Arthur Watts, Jr.
 Dr. Autumm M. Jeter

FY25-3026

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Alabama State Department of Education (ALSDE) Timeline for Local School Board Authorizers

2027 Application Cycle

Public Charter School Request for Proposals (RFPs) for Applications Submitted to Local School Board Authorizers for 2027 Openings

April 2025 - November 1, 2025

Issuance and Publication of RFPs

Authorizer releases an RFP for Startup and Conversion Charter School Applicants.

- * Conversion RFPs must identify the name of the school the local school board wants to convert.
- * Local school boards must issue at least one RFP annually by **November 1st** of each year.

30 Days after RFP published

Charter Application Submission Deadline

The application submission deadline **must be at least** 30 days after the RFP publication date.

e.g.: RFP Posted: July 14th
Application deadline: August 14th by 11:59 p.m.

The authorizer must decide no later than 60 days after the filing (submission) of the charter application.

***If no action is taken on the application within 60 days, the application shall be considered “denied”, and the applicant may appeal the decision to the Commission.**

Charter Application Decision Making

The authorizer must use procedures, practices, and criteria consistent with nationally recognized principles for quality charter authorizing. The review process includes:

- * Thorough evaluation (internal and external).
- * In-person interview with the applicant.
- * Public forum for community to learn about and provide input on each application.

The authorizer shall decide to “approve” or “deny” the charter application **60 days** after filing (submitting).

The authorizer shall adopt by resolution all charter approval or denial decisions in an open meeting.

Within 30 days of taking action to approve or deny a charter application

Reporting to the ALSDE

The local school board authorizer will submit to the ALSDE:

- * Action taken on the application (approval or denial).
- * Copy of the authorizer’s resolution setting forth the action and reason(s) for the decision.
- * Copy of the report submitted to the charter applicant.

The ALSDE accepts local school board charter authorizer applications on a rolling basis.

Local School Boards That Are Not Public Charter School Authorizers

Charter applicant submissions in districts without an approved local school board authorizer must adhere to dates set by the Alabama Public Charter School Commission for charter school applications.