



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

September 1, 2026

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey   
State Superintendent of Education

**RE:** Charter School Conversion Procedures

The [\*Alabama School Choice and Student Opportunity Act\*](#) (Ala. Code § 16-6F-1 et seq. (1975)) allows conversion charter schools to be established in Alabama in accordance with the law. The procedures for converting a non-charter school are outlined below.

**Procedures for Converting a Non-Charter Public School to a Conversion Charter School**

The local school board should already be approved or have [\*applied to become a charter school authorizer\*](#) with the Alabama State Department of Education (ALSDE). The conversion must occur at the beginning of an academic year.

After the local school board identifies the non-charter public school it has decided to convert to a public charter school, the board shall release a request for proposals (RFP) by November 1, allowing applicants/education service providers the opportunity to submit applications to manage the identified school as a public charter school.

If a proposed public charter school intends to contract with an education service provider for substantial education services, management services, or both types of services, the RFP shall additionally require the applicants to do all of the following in compliance with the Act:

- a. Provide evidence of the education service provider's success in serving student populations similar to the targeted population, including demonstrated academic achievement as well as successful management of non-academic school functions, if applicable.
- b. Provide a term sheet that sets forth the proposed duration of the service contract; roles and responsibilities of the governing board, the school staff, and the education service provider; scope of services and resources to be provided by the education service provider; performance evaluation measures and timelines; compensation structure, including clear identification of all fees to be paid to the education service provider; methods of contract oversight and enforcement; investment disclosure; and conditions for renewal and termination of the contract.
- c. Disclose and explain any existing or potential conflicts of interest between the school governing board and proposed education service provider or any affiliated business entities.

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- d. The local school board authorizer shall review and evaluate submitted applications for the selected non-charter school to be converted using a process and rubric in collaboration with the ALSDE.
- e. After identifying an education service provider to manage the non-charter public school, the local school board shall negotiate a performance contract with the selected education service provider.
- f. The proposed governing board must obtain 501(c)(3) tax-exempt status before beginning charter contract negotiations.

If a local school board chooses not to renew or is denied its charter authority after five years, any conversion charter schools it oversees will begin transitioning back to non-charter public schools.

The local school board authorizer must complete the annual training approved by the ALSDE. The [Charter School Authorizers Annual Trainings memo](#) contains information regarding the training opportunities. If you have any questions or concerns related to the charter school conversion process, please contact Dr. Margaret M. Jones by email at [charterauthorizers@alsde.edu](mailto:charterauthorizers@alsde.edu) or by telephone at (334) 694-4994.

EGM/MMJ/SB

cc: Mr. J. Jason Swann, General Counsel  
Dr. Autumm M. Jeter, Assistant State Superintendent

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