

Non-Expansion Amendment Request Form

Texas Education Agency  
Division of Charter School Administration

Phone: (512) 463-9575

Email: [charteramendments@tea.texas.gov](mailto:charteramendments@tea.texas.gov)

Name of Charter:

County-District Number:

Name of Charter Holder:

Requested Effective Date:

**Section I: Check the appropriate box for the Non-Expansion Amendment requested.**

**More than one box may be checked.** (Attach additional documents as required.) (Submit all program changes for review.)

**1. Charter District Address Change**

Current:  
New:

**9. Close Campus**

Reason:  
Campus Number:

**2. Relocation-Campus: Campus #**

Current:  
New:

**10. Return of Charter**

Reason:

**3. Charter Name Change:**

Current:  
New:

**11. Admissions Policy Revision\***

Attach separate sheet with current and requested language changes.

**4. Campus Name Change : Campus #**

Current:  
New:

**12. Enrollment Policy Revision\***

Attach separate sheet with current and requested language changes.

**5. Charter Holder Name Change**

Current:  
New:

**13. Articles of Incorporation Revision\***

Attach separate sheet with current and requested language changes.

**6. Management Company Addition/Change\*\***

Current:  
Change:

**14. By-Laws Revision\***

Attach separate sheet with current and requested language changes.

**7. Educational Services Addition/Change**

Current:  
Change:

**15. Fiscal Revision\***

Current:  
Change:

**8. Curricular Addition/Change**

Current:  
Change:

**16 Other:**

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For Internal Use Only

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**Section II: Justification for Non-Expansion Amendment Request:**

In the space below, please state justification for the non-expansion amendment requested.

**Section III: Non-Expansion Amendment Request Form Checklist:**

1. **Charter Holder Board Resolution**—A written resolution adopted by the governing body of the charter holder, with printed names and signatures, demonstrating that a **quorum** of the members voted in favor of amending the charter. The names should match information on the most recent Annual Governance Reporting Forms submitted to TEA. Otherwise, documentation explaining any differences must be included.

*(If multiple amendment requests are being made, include all board resolutions together.)*

2. **Charter language changes**—The text and page numbers, or photocopies of the charter language to be changed, and the text proposed as the new charter language must be submitted with changes clearly marked, if applicable.\*

3. **Management company**—A copy of the contract must be submitted if the request is to enter into or change a management company contract, if applicable.\*\*

**Section IV: CEO/Superintendent acknowledgement, signature, and current contact information:**

**As the CEO/Superintendent of the charter school, I understand that incomplete submissions may cause a delay in processing until all required documentation has been received by the Division of Charter School Administration.**

*(Contact the Division of Charter School Administration at [charteramendments@tea.texas.gov](mailto:charteramendments@tea.texas.gov) to confirm the submission of proper documentation. Include the charter name and CDN in the subject line.)*

Name of CEO/Superintendent

Phone Number

Email Address

Signature of CEO/Superintendent

Date

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Amendment Numbers

Received Date

Due Date

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