

Sample Letter to District

Date

Name of Superintendent, Superintendent

Name of District

Address

City, State, Zip

Name of Board President, Board President

Name of District

Address

City, State, Zip

Dear Superintendent and/or Board President:

This is to inform you that our charter school intends to submit an expansion amendment request for consideration by the commissioner of education to add a new campus:

Charter School
County-District #
Charter School Address

As part of the amendment process, charter schools are required to notify any school districts that are likely to be affected by the new campus. Please see the enclosed Statement of Impact form regarding the proposed new campus.

The enclosed form may be completed by any district that may be affected, signed by the district's superintendent or board of trustee's board president, and submitted electronically to the Texas Education Agency, Charter Schools Division at CharterAmendments@tea.texas.gov.

Sincerely,

Chair of the Charter Holder Governing Body