



Default Question Block

Charter School Non-Expansion Amendment Request Form

Non-Expansion amendments may be approved only if applicants meet all expansion criteria as indicated in 19 Texas Administrative Code (TAC) §100.1035. Completed amendment requests must include this amendment form including the signed attestations found at the end of the form, a signed and dated board resolution, and all applicable attachments. Multiple requests may be submitted using a single form.

If you wish to take one of the following actions, please refer to our Expansion Amendment Request Form:

- Increase maximum enrollment
- Increase grade span
- Add a campus or site

Use this form if you are requesting to do one of the following:

- Charter holder name change
- Charter school name change
- Campus name change

- Campus grade levels served
- Change the start date/postpone the opening of a new campus or site
- Close a dormant campus or return a dormant site
- Continue dormancy for a dormant campus or site
- Fiscal year change
- Relocate a campus or site
- Relocate the District Office
- Make the charter school dormant
- Make an active campus or site dormant
- Close an active campus or return an active site
- Close the charter school
- Change charter bylaws or articles of incorporation
- Change charter language
- Enter into or change a management company (CMO) contract
- Enter into or change a shared service agreement
- Change admission or enrollment policy
- Change curriculum program

For more information about non-expansion requests, including the required documents for submission, please see the attached instructions ([non-expansion request instruction sheet](#)). If you have questions, please email CharterAmendments@tea.texas.gov.

Charter Information

Charter Name

County-District
Number

Name of Charter
Holder

Respondent Contact Information

First Name

Last Name

Phone Number

Email Address

Requested Effective Date

Type of Non-Expansion Requested

☐ Charter holder name change☐ Charter school name change☐ Campus or site name change☐ Campus grade levels served☐ Change the start date/postpone the opening of a new campus or site☐ Close a dormant campus or return a dormant site☐ Continue dormancy for a dormant campus or site☐ Fiscal year change☐ Relocate a campus or site☐ Relocate the district office☐ Make an active campus or site dormant☐ Close an active campus or return an active site☐ Change charter bylaws or articles of incorporation☐ Change charter language☐ Enter into or change management company contract☐ Enter into a new or change a current shared service agreement☐ Change admission or enrollment policy☐ Change curriculum program☐ Close the charter school☐ Other

☐ Make the charter school dormant

Non-Material: Charter holder name change

Charter holder name change

NOTE: Before you can make an amendment request to TEA to change your charter holder's name, you must first obtain approval for the change with the Texas Secretary of State and the IRS.

This request is deemed a non-material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(B\)](#). Charter holders that submit such a request may proceed with the requested action 30 calendar days after the date the charter holder submits the completed amendment request unless otherwise notified by the commissioner.

New name of charter holder:

Please upload required documents from Secretary of State.

Non-Material: Charter school name change

Charter school name change

This request is deemed a non-material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(B\)](#). Charter holders that submit such a request may proceed with the requested action 30 calendar days after the date the charter holder submits the completed amendment request unless otherwise notified by the commissioner.

New name of charter school:

Non-Material: Campus or site name change

Campus or site name change

This request is deemed a non-material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(B\)](#). Charter holders that submit such a request may proceed with the requested action 30 calendar days after the date the charter holder submits the completed amendment request unless otherwise notified by the commissioner.

County District Campus Number (CDCN) of campus or site name change

Required Format: Campus (xxx-xxx-xxx) Site (xxx-xxx-xxx-x)

New name of campus or site:

Non-Material: Campus grade levels served

Campus grade levels served

This request is deemed a non-material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(B\)](#). Charter holders that submit such a request may proceed with the requested action 30 calendar days after the date the charter holder submits the completed amendment request unless otherwise notified by the commissioner.

County District Campus Number (CDCN) for campus

Required Format: xxx-xxx-xxx

Name of Campus for proposed grade level change:

Grade levels currently served at this campus:

EE3 (PK3)

PK4

K

1

2

3

4

5

6

7

8

9

10

11

12

Adult High School

GED

Grade levels to be served at this campus:

EE3 (PK3)

PK4

K

1

2

3

4

5

6

7

8

9

10

11

12

Adult High Schools

GED

Non-Material: Close a dormant campus or return a dormant site

Close a dormant campus or return a dormant site

This request is deemed a non-material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(B\)](#). Charter holders that submit such a request may proceed with the requested action 30 calendar days after the date the charter holder submits the completed amendment request unless otherwise notified by the commissioner.

County District Campus Number (CDCN) of campus or site

Required Format: Campus (xxx-xxx-xxx) Site (xxx-xxx-xxx-x)

Non-Material: Change the start date/postpone the opening of a new campus or site

Change the start date/postpone the opening of a new campus or site

This request is deemed a non-material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(B\)](#). Charter holders that submit such a request may proceed with the requested action 30 calendar days after the date the charter holder submits the completed amendment request unless otherwise notified by the commissioner.

County District Campus Number (CDCN) for campus or site:

Required Format: Campus (xxx-xxx-xxx) Site (xxx-xxx-xxx-x):

Proposed new start date of the campus or site:

Upload applicable determination letter for approved campus or site

Non-Material: Fiscal Year Change

Fiscal Year Change

This request is deemed a non-material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(B\)](#). Charter holders that submit such a request may proceed with the requested action 30 calendar days after the date the charter holder submits the completed amendment request unless otherwise notified by the commissioner.

New dates for fiscal year:

In accordance with [Texas Education Code, §44.0011, Fiscal Year](#), Form FIN-003, [Notification of Intent to Change the Fiscal Year Start Date](#) and an approved copy of the board minutes approving the fiscal year change is needed. Has the Charter already submitted the FIN-003 Form?

Yes

No

Please upload the submitted copy of Form FIN-003, [Notification of Intent to Change the Fiscal Year Start Date](#).

Non-Material: Relocate District Office

Relocate the District Office

This request is deemed a non-material non-expansion amendment request by 19 TAC §100.1035(d)(2)(B).

Charter holders that submit such a request may proceed with the requested action 30 calendar days after the date the charter holder submits the completed amendment request unless otherwise notified by the commissioner.

New physical address for District Office:

New mailing address for District Office:

Is this building used to serve students as well as house district office staff?

Yes

No

A Certificate of Occupancy (COO) is required for all locations where students are served. Please attach the COO of the new location. If a COO is not available at this time, please describe in the Justification section your efforts to obtain the COO and when you expect to send it to your portfolio coordinator. PLEASE NOTE: No students may be served in a location without a valid, Education-rated COO.

Material: Relocate a campus or site

Relocate a campus or site

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar

days of a completed amendment request.

County District Campus Number (CDCN) for campus or site

Required Format: Campus (xxx-xxx-xxx) Site (xxx-xxx-xxx-x)

New physical address for campus or site:

List the zip code from which you expect to draw students for enrollment at the relocated campus or site.

New mailing address for the campus or site

A Certificate of Occupancy (COO) is required for all locations where students are served. Please attach the COO of the new location. If a COO is not available at this time, please describe in the Justification section your efforts to obtain the COO and when you expect to send it to your portfolio coordinator. PLEASE NOTE: No students may be served in a location without a valid, Education-rated COO.

Material: Make the charter school dormant

Make the charter school dormant

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

Proposed dormancy start and end dates:

Material: Make an active campus or site dormant

Make an active campus or site dormant

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

County District Campus Number (CDCN) for campus or site:

Required Format: Campus (xxx-xxx-xxx) Site (xxx-xxx-xxx-x):

Proposed dormancy start and end dates:

Material: Continued dormancy for a dormant campus or site

Continued dormancy for a dormant campus or site

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

County District Campus Number (CDCN) for campus or site:

Required Format: Campus (xxx-xxx-xxx) Site (xxx-xxx-xxx-x):

Proposed new dormancy start and end dates:

Material: Close an active campus or return an active site

Close an active campus - return an active site

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

County District Campus Number (CDCN) of campus or site

Required Format: Campus (xxx-xxx-xxx) Site (xxx-xxx-xxx-x)

Material: Close the charter school

Charter school closure

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

Date of Charter school closure:

Material: Change charter bylaws or articles of incorporation

Board Related or Bylaws Change

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

Attach a **tracked changes** copy of the revisions to current bylaws *(required)*

Attach a **clean** copy incorporating revised bylaws *(required)*

Attach any additional document relating to the revised bylaws

here (*optional*)

Material: Change charter language

Change of Charter Language

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

Attach a **tracked changes** copy of the revisions to current documents (*required*)

Attach a **clean** copy incorporating revised document (*required*)

Attach any additional document relating to the revised document here (*optional*)

Enter into a new or change a CMO

Management Company Change

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

New Charter Management Organization (CMO) name:

Attach a copy of the CMO contract (*required*).

Attach any additional documents related to the CMO contract (*optional*)

Material: Enter into or change shared services

Enter into or change a shared service agreement

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

Attach a copy of the proposed Shared Services contract (*required*).

Attach any additional documents related to the Shared Services contract. *For example, original Shared Service Agreement and tracked changes, if applicable.*

Material: Change admissions or enrollment policy

Change admissions or enrollment policy

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

Attach a **tracked changes** copy of the current policy *(required)*

Attach a **clean** copy incorporating revised policy document *(required)*

Attach any additional document relating to the revised policy here *(optional)*

Material: Change curriculum program

Change Curriculum Program

This request is deemed a material non-expansion amendment request by [19 TAC §100.1035\(d\)\(2\)\(A\)](#). Charter holders that submit such a request will receive notice of the commissioner's decision within 60 calendar days of a completed amendment request.

Attach the current curriculum program with **tracked changes** detailing the requested updates (*required*). *This could include a copy of the Educational Program from your school's charter or a detailed list of current curriculum programs.*

Attach a **clean** incorporating revised curriculum program (*required*)

Attach any additional document relating to the revised curriculum program (*optional*)

Other

Other

Other: Please enter any request that does not fall under the aforementioned categories here.

(the text box will continue to scroll as text is entered)

Justification

Please enter a brief justification explaining the charter school's need for the requested amendment(s) in the box below. Please include any information relevant to the notification of affected students and families, such as communication by the school and any alternate

arrangements made. (The text box will continue to scroll as text is entered.)



Board Resolution

A board resolution is required for all amendment requests. Please attach a formal written resolution stating that the resolution was adopted at a lawfully called meeting 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.

Superintendent Signature

Superintendent Attestation - 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.

Name of Superintendent

Phone Number

Email Address

Date

Superintendent Signature (or upload signature below)

×

SIGN HERE

clear

Upload Superintendent Signature

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