



## Default Question Block

# Charter School Non-Expansion Amendment Request 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
- New campus or site start date change
- Fiscal year change
- Close a dormant campus or return a dormant site
- Relocate a campus or site
- Make the charter school dormant
- Make a campus or site dormant
- Close an active campus or return an active site

- Close the charter school
- Change charter bylaws or articles of incorporation
- Enter into or change a management company (CMO) contract
- Change admission or enrollment policy
- Change curriculum program

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.

**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](mailto: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

- |  |   |
|--|---|
| <input type="checkbox"/> Charter holder name change                      | <input type="checkbox"/> Make a campus or site dormant                      |
| <input type="checkbox"/> Charter school name change                      | <input type="checkbox"/> Close an active campus or return an active site    |
| <input type="checkbox"/> Campus or site name change                      | <input type="checkbox"/> Change charter bylaws or articles of incorporation |
| <input type="checkbox"/> Campus grade levels served                      | <input type="checkbox"/> Enter into or change management company contract   |
| <input type="checkbox"/> New campus or site start date change            | <input type="checkbox"/> Change admission or enrollment policy              |
| <input type="checkbox"/> Fiscal year change                              | <input type="checkbox"/> Change curriculum program                          |
| <input type="checkbox"/> Close a dormant campus or return a dormant site | <input type="checkbox"/> Close the charter school                           |
| <input type="checkbox"/> Relocate a campus or site                       | <input type="checkbox"/> Other  |
| <input type="checkbox"/> 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:

## 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: New campus or site start date change



## New campus or site start date 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) for campus or site:

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

Proposed new start date of the 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:

## 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)

## 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 a campus or site dormant

### Make a 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: 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: Enter into or change management company (CMO) contract

### 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: 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 a **tracked changes** copy of the current curriculum program (*required*)

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**

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clear

Upload Superintendent Signature

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