

## Sample Letter to District

<<Date>>

<<Name of Superintendent>>

<<Name of District>>

<<Address>>

<<City, State, Zip>>

<<Name of Board President>>

<<Name of District>>

<<Address>>

<<City, State, Zip>>

Dear Superintendent and Board President:

This letter is to inform you that <<name of charter school>> <<charter school address>>, <<county-district number>> intends to submit an expansion amendment request for consideration by the commissioner of education to <<add a new campus>> <<expand the geographic boundary>>.

As part of the amendment consideration process, charter schools are required to notify any school districts that are likely to be affected by the <<new campus>> <<geographic boundary expansion>>. Please see the enclosed *Notification of Proposed Additional Campus/Site or Geographic Boundary Expansion* form regarding the proposed expansion.

The district is not required to complete the enclosed form. However, the district may choose to complete the form and submit it electronically to the Texas Education Agency, Charter Schools Authorizing and Administration Division, at [CharterAmendments@tea.texas.gov](mailto:CharterAmendments@tea.texas.gov).

Sincerely,

<<Chair of the Charter Holder Governing Body>>