

Expedited Expansion Amendment Request Form

Texas Education Agency
Division of Charter School Administration

Phone: (512) 463-9575

Email: charteramendments@tea.texas.gov

Name of Charter:

County District Number:

Name of Charter Holder:

Requested Effective Date:

An expedited expansion amendment allows for the establishment of a new charter campus under TEC §12.101(b-4). A charter school must meet the provisions of 19 TAC §100.1033(b)(11) in order to qualify for an expedited expansion. (If granted approval, expedited expansion amendments do not qualify for postponement of the campus opening date.)

Section I: Additional Campus Under Expedited Expansion

Please fill out the following information:

- a. Is the proposed campus within the currently approved geographic boundary of the charter?
- b. What is the proposed address of the requested campus?
(Approval of the requested campus does not imply TEA approval of the proposed address.)
- c. What grade levels will be served at the proposed campus?
- d. What is the estimated number of students to be served at the proposed campus?
- e. What is the estimated number of students to be served in tested grades at the proposed campus?
- f. What is the proposed name of the new campus?
 - ❖ A certificate of occupancy with an “E” occupant code or a statement that an appropriate certificate of occupancy will be obtained prior to serving students must be submitted with the expedited expansion amendment request.

Section II: Expedited 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 board resolution should include a statement indicating that the charter holder governing body has considered a business plan and has determined by majority vote of the board that the growth proposed is prudent. (Include a list of current board members if any changes in the board have been made since the most recent governance reporting period.)
2. **Districts Affected**—A list, in alphabetical order, of all the school districts in the approved geographic boundary that may be impacted should the commissioner approve the expedited expansion amendment request.

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3. **Impact Statements**—Evidence, in alphabetical order by district, that impact statements have been sent to each school district that may be affected by the expedited expansion amendment request and each member of the legislature that represents the geographic area to be served by the proposed "Expedited Campus".
4. **Compliance information**—As required by 19 Texas Administrative Code §100.1035 to include the following:
 - a. Documentation identifying a board member's substantial interest in a business entity or in real property that relates to any charter business;
 - b. Documentation of board members abstentions from voting in cases of potential conflicts of interest;
 - c. Documentation, other than Annual Governance Reporting Forms, identifying family members within the third degree of consanguinity or affinity who serve as board members and/or employees and/or contractors of the charter holder or charter school; and
 - d. Documentation that board members or employees whose criminal history checks deemed them ineligible to serve were removed from service; **OR**
 - e. A signed statement attesting that within the last three (3) years there have been no instances of nepotism, conflicts of interest, or revelations in criminal history checks that deemed any board member or employee ineligible to serve.
5. **Business Plan**—If requested, a business plan must be submitted to TEA within 10 business days.
(See business plan components on the Charter Amendments webpage.)
6. **By-laws and Articles of Incorporation**— Must be current and on file with the agency.

Section III: Charter School CEO/superintendent acknowledgement, signature, and current contact information.

As the CEO/Superintendent of the charter school, I understand that an expansion amendment is not a right or entitlement and that in determining if a change in the contract for charter is appropriate, the commissioner of education will review and consider specific issues including, but not limited to: charter performance data (e.g., accountability ratings, FIRST ratings, accreditation statuses, and underlying data) and compliance information. I also understand that prior to approving an expansion amendment request, staff in the following divisions and program areas will be consulted to determine if any potential problems or concerns exist with the charter holder or charter school: Performance Reporting, Charter School Administration, Child Nutrition, Financial Audits, Grants Administration, Legal Services, PEIMS Data Reporting, School Improvement, Student Assessment, Governance, General Inquiries, and Complaints. I further understand that incomplete submissions may cause a delay in processing until all required documentation has been received by the Division of Charter School Administration and that the amendment request is not considered complete until such time.

Name of CEO/Superintendent

Phone Number

Email Address

Signature of CEO/Superintendent

Date

Contact the Division of Charter School Administration at charteramendments@tea.texas.gov to confirm the submission of proper documentation. Include the charter name and CDN in the subject line.