

# Charter School Non-Expansion Amendment Request Form

## Charter School Non-Expansion Amendment Request Form

Non-expansion amendments change the terms of an open-enrollment charter that relate to:

- school/campus/charter holder name
- return of charter or closure of campus/site
- charter holder governance
- articles of incorporation
- corporate bylaws
- physical address of campus/site
- management company
- fiscal year
- admission policy
- educational program of the school

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 required documents for submission, please see the attached instructions. For 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

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Type of Non-Expansion Requested

- ☐ Address Change - Campus or Site
- ☐ Close Campus - Return Site
- ☐ Fiscal Year Change
- ☐ Management Company
- ☐ Name Change - Charter Holder
- ☐ Name Change - Charter
- ☐ Name Change - Campus or Site
- ☐ Start Date Change - Charter
- ☐ Start Date Change - Campus or Site
- ☐ Campus Dormancy
- ☐ Suspend Charter Operations
- ☐ Admissions & Enrollment Policy
- ☐ Board Related/Bylaws
- ☐ Charter Language
- ☐ High Quality Designation
- ☐ Charter Closure
- ☐ Grade Reconfiguration - Campus or Site
- ☐ Other

**Address Change**

County District Campus Number for Address Change

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

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New Address for Campus or Site:

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Certificate of Occupancy for New Address Location:

**Close Campus - Return Site**

County District Campus Number of Closing Campus or Site

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

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**Charter Closure**

Date of Charter Closure:

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**Fiscal Year Change**

New Dates for Fiscal Year:

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**Management Company Change**

New CMO Name:

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Attach a copy of the management company contract.

Attach any additional related document (*optional*)

**Charter Holder Name Change**

New Name of Charter Holder:

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**Charter Name Change**

New Name of Charter:

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**Campus or Site Name Change**

County District Campus Number for Campus or Site Name Change  
Required Format: Campus (xxx-xxx-xxx) Site (xxx-xxx-xxx-x)

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New Name of Campus or Site:

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**Charter Start Date Change**

New Start Date for Charter:

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### **Campus or Site Start Date Change**

County District Campus Number for Start Date Change

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

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New Start Date for Campus or Site:

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### **Campus or Site Dormancy**

County District Campus Number for Dormancy

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

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Dormancy Start Date:

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Dormancy End Date:

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### **Suspend Charter Operations**

Planned Date for Charter Return to Operations:

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### **Admissions and Enrollment Policy Change**

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

Attach a **clean copy** of the revised policy document *(required)*

Attach any additional document for revised policy here *(optional)*

### **Board Related or Bylaws Change**

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

Attach a **clean copy** of the revised bylaws document *(required)*

Attach any additional document for revised bylaws here *(optional)*

### **Charter Language Change**

Attach a **tracked changes** copy of revisions to charter language documents *(required)*

Attach a **clean copy** of revised charter language document *(required)*

Attach any additional document for charter language changes *(optional)*

## High Quality Designation

### Eligibility Requirements for High Quality Designation:

- The charter holder provides a board resolution stating that the board supports the application for a high-quality campus designation and accepts the written performance agreement.
- The charter holder meets all requirements applicable to an expansion amendment and has operated at least one charter school in Texas for a minimum of five consecutive years (not including the current school year).
- The charter holder has no charter campus that is currently identified for federal sanctions or interventions.
- The charter is not under any sanction imposed by TEA authorized under TEC, Chapter 39; Chapter 97, Subchapter EE, relating to Accreditation Status, Standards, and Sanctions; or federal requirements.
- The new high-quality campus will serve at least 100 students in its first year of operation.
- The charter has been evaluated under the accountability rating system established in 19 TAC §97.1001 with at least 50% of its student population in grades assessed by the state accountability system, has an accreditation status of Accredited, is evaluated in the most recent accountability ratings under the standard accountability procedures and received the highest or second highest district rating, and received the highest or second highest district rating for the previous two years, with all of the campuses operated under the charter also receiving the highest or second highest rating in the most recent accountability ratings.

State the address for the proposed high-quality campus.

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State the grade levels to be served at the proposed high-quality campus.

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Will the new campus benefit from funding through a federal charter school grant awarded by any entity other than the Texas Education Agency?

☐ Yes

☐ No

If yes, explain below. (Be advised that a school benefiting from other federal charter school funding is not eligible for additional federal charter school funding through the 2021-2023 Charter School Program High-Quality Expansion and Replication Grant as outlined in the federal grant application documents.)

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Describe in detail the existing educational model that will be replicated at the proposed high-quality campus.

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Explain how the proposed high-quality campus is separate and distinct from the existing charter school campus(es) established under the open-enrollment charter school with a separate facility and county-district-campus-number.

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Describe the lottery process to be used if the proposed high-quality campus is oversubscribed.

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**WRITTEN PERFORMANCE AGREEMENT** (Please upload below.)

Provide a written performance agreement that the proposed campus has with the charter holder explaining the following:

1. How the proposed campus meets the federal definition of a charter school as set forth in federal law;
2. The academic performance objectives to be met by students attending the proposed high-

quality campus. (List and explain for each performance objective.)

NOTE: The academic performance objectives must be specific, realistic, and measurable. Use the following format with specific information included where there are parentheses: By (DATE), (CERTAIN PERCENT) of (ALL STUDENTS or A SPECIFIC STUDENT GROUP or STUDENT GROUPS) will achieve (LEVEL OF PERFORMANCE) on the (SPECIFIC ASSESSMENT).

## **Grade Reconfiguration**

Number of Campus or Site for Proposed Grade Reconfiguration

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

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Name of Campus or Site for Proposed Grade Reconfiguration:

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Grade Levels Currently Served at this Campus or Site:

☐ EE3 (PK3)

☐ PK4

☐ K

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

Grade Levels to be Served at this Campus or Site:

☐ EE3 (PK3)

☐ PK4

☐ K

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

## Other

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

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Please enter a brief justification explaining the charter's need for the requested non-expansion amendment(s) in the box below.

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A board resolution is **required** for all amendment requests. Please attach 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.

**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)

Upload Superintendent Signature