



# LOUISIANA DEPARTMENT OF EDUCATION

## MATERIAL AMENDMENT REQUEST FORM FOR BESE-AUTHORIZED CHARTER SCHOOLS

**NON-PROFIT ORGANIZATION:** \_\_\_\_\_

**BOARD PRESIDENT/CHAIRPERSON:** \_\_\_\_\_

**SCHOOL(S) FOR WHICH AMENDMENT IS REQUESTED:** \_\_\_\_\_

**CHARTER TYPE:**  Type 2     Type 4     Type 5

**A. Please indicate the type(s) of amendment requested by checking the appropriate box(es) below:**

### MATERIAL AMENDMENTS

A material amendment makes substantive changes to a charter schools governance, operational, or academic structure. If not specifically deemed a non-material amendment in BESE policy or in the charter contract, an amendment is considered material. Material amendments require BESE approval by majority vote unless the school and the content of the amendment meet the requirements listed in Section D of this document.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Changes in the legal status or management, including the structure of the governing board, a corporate partnership, or assignment of or changes in management organization |
| <input type="checkbox"/> | Changes in grade levels served   |
| <input type="checkbox"/> | Changes in student enrollment which result in enrollment in excess of 120% of the total number of students set forth in the school's charter, if applicable                |
| <input type="checkbox"/> | Changes in admission procedures or criteria, if applicable   |
| <input type="checkbox"/> | Changes in any option expressed in the charter contract exhibit with respect to collective bargaining  |
| <input type="checkbox"/> | Changes in school location for Type 2 charter schools  |
| <input type="checkbox"/> | Other, (please explain in Section B below)   |

**B. Please provide a rationale for each of the proposed amendments indicated above, not to exceed one page per amendment. Include any supporting documentation as an attachment.**

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**C.** If requesting an amendment to any of the following parts of the charter school contract, please attach an updated version of that document. Templates for each of the following can be found below.

- **Teachers' Retirement System of Louisiana Option**
- **Collective Bargaining Option**
- **Enrollment Projection Table** (if increasing enrollment or adding new grades served)

**D.** Please include a copy of the board minutes authorizing the material amendment request.

I certify that I have the authority to submit this Charter Contract Amendment Request Form and that all information contained herein is complete and accurate. I understand that material amendments are not considered approved until the Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (pursuant to Section 1903(E) of *Bulletin 126, Charter Schools*) officially approves this request, and that non-material amendments are considered approved only after BESE expresses no objection within 10 days of receiving the request during an official meeting. I understand that if this request is not received within the timeframe for inclusion on the current month's BESE meeting agenda, it will be added to the agenda of BESE's next regularly scheduled meeting for consideration. I also understand that this document does not constitute an amendment and that a proposed material amendment approved by BESE shall only be binding on the parties to the charter contract in accordance with the terms and conditions contained in an amendment signed by BESE and the charter operator. I understand that the LDOE may request additional documentation during the material amendment request process in order to fully investigate and understand the request.

**Signature of Board President/Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submission Instructions:** Schools must submit the material amendment request form with all required supporting documentation as one submission by email to [charters@la.gov](mailto:charters@la.gov), ensuring that they copy their EPC. Amendments may be submitted at any time, but will be reviewed in a Fall and Spring window in September and February respectively.

*Louisiana Believes*