



LOUISIANA DEPARTMENT OF EDUCATION

NON-MATERIAL AMENDMENT NOTIFICATION 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 by checking the appropriate box(es) below:	
NON-MATERIAL AMENDMENTS	
A non-material amendment makes non-substantive changes to a charter school's charter. Non-material amendments will be effective 10 days following written notification, unless BESE or the Department of Education on behalf of BESE notifies the charter operator that it objects to the proposed amendment.	
<input type="checkbox"/>	Changes to the name, mailing address, telephone, and/or facsimile number of the charter school
<input type="checkbox"/>	The removal of one or more admission requirements
<input type="checkbox"/>	Changes to the designated contact person for the charter operator or changes to the contact person located at the charter school site
<input type="checkbox"/>	Changes in any option expressed in the charter contract exhibits with respect to the Teachers' Retirement System of Louisiana
<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.	
C. Please include a copy of the board minutes authorizing the non-material amendments.	

Louisiana Believes



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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 non-material amendment request form with all required supporting documentation as one submission by email to charters@la.gov, ensuring that they copy their EPC. Per BESE policy, all non-material amendments must be submitted within five days of the approval of the amendment by the school's board.

Louisiana Believes