

Charter Amendments and Administrative Clarifications

Prior to submitting a charter amendment to the Charter Schools Division (“the Division”), charter schools must first contact the Division to determine if an amendment is necessary or if an administrative clarification is appropriate. The charter amendment process is reserved for major changes to a charter’s terms and conditions. The administrative clarification process is appropriate for certain changes that are not substantial enough to require a formal amendment. Administrative clarifications may be approved by the Department in appropriate cases. Any proposed amendment or administrative clarification must comply with the current State Board of Education Charter Schools Rule and related law to be considered for approval. If required, charter amendments must be agreed to and approved by all parties to the charter prior to implementation.*

When contacting the Division regarding a proposed change to a charter, please provide the following information:

1. The specific charter provision(s) that the charter school seeks to change;
2. The proposed change(s); and
3. The rationale for seeking the change(s).

After considering this information, the Division will provide additional instruction regarding the required procedure for either the amendment or administrative clarification process. For communications regarding proposed charter amendments and administrative clarifications, please call or e-mail:

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*Charter schools may not submit a proposed amendment during the last six months of the charter term.