



## Charter Amendment Request Instructions

The Charter Amendment Request Form, with any additional documentation pertaining to the amendment request, must be received, via email at [ade.charterschools@arkansas.gov](mailto:ade.charterschools@arkansas.gov), at the Arkansas Department of Education at least 35 days prior to the meeting of the Charter Authoring Panel.

### Documentation to be Included with ALL Amendment Requests

- Budget projections that include the costs associated with the amendment request and demonstrate that the approval of the request will not place an undue financial burden on the charter
- Current year to date enrollment by race and grade
- Current year to date free and reduced lunch

### Additional documentation for requests to add a campus or relocate an existing campus

- Map of present location
- Map of proposed location
- Signed Facilities Utilization Agreement
- Desegregation Analysis

### Additional documentation

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# Charter Amendment Request From

The Charter Amendment Request Form and all required documentation must be received via email ([ade.charterschools@arkansas.gov](mailto:ade.charterschools@arkansas.gov)) at the Arkansas Department of Education at least 35 days prior to the Charter Authorizing Panel meeting.

Charter Name: \_\_\_\_\_ LEA: \_\_\_\_\_

Superintendent or Director: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Type of Amendment(s) Requested

**Add a New Campus** (Must also submit the Facilities Utilization Agreement)

Address: \_\_\_\_\_

School District: \_\_\_\_\_

**Relocate Existing Campus** (Must also submit the Facilities Utilization Agreement)

Campus Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Proposed Address: \_\_\_\_\_

School District: \_\_\_\_\_

**Increase Enrollment Cap**

Current Cap: \_\_\_\_\_

Proposed Cap: \_\_\_\_\_

**Change Grade Levels Served**

Current Grade Levels Served: \_\_\_\_\_

Proposed Grade Levels Served: \_\_\_\_\_

**Waiver(s)**

Statute/Standard/Rule to be Waived: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rationale for Waiver:

Statute/Standard/Rule to be Waived: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rationale for Waiver:

Statute/Standard/Rule to be Waived: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale for Waiver:

Statute/Standard/Rule to be Waived: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale for Waiver:

# Facilities Utilization Agreement

To be completed and submitted with an amendment request to add a new campus or relocate an existing campus

Lessor (Owner): \_\_\_\_\_

Lessee (Tenant): \_\_\_\_\_

Information regarding affiliation, family ties or other relationships between the Lessor and Lessee:

\_\_\_\_\_  
\_\_\_\_\_

Address of Premises: \_\_\_\_\_

Describe the present use of the facility: \_\_\_\_\_

\_\_\_\_\_

Square Footage: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Terms of Lease: \_\_\_\_\_

**Contingency:** The terms of this agreement are contingent upon \_\_\_\_\_  
Charter School receiving approval by the Authorizer to operate an open-enrollment public charter school at the premises identified.

No indebtedness of any kind incurred or created by the open-enrollment public charter school shall constitute an indebtedness of the State of Arkansas or its political subdivisions and no indebtedness of the open-enrollment public charter school shall involve or be secured by the faith, credit or taxing power for the state or its political subdivisions. An open-enrollment public charter school shall not incur any debt, including lease, without the prior review and approval of the Commissioner of Education.

We affirm that the facility is, or will be prior to charter occupancy, compliant with ADE/IDEA accessibility regulations and will remain so while the charter occupies the location.

Lessee: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Lessor: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature