



## Charter Amendment Request Form

The Charter Amendment Request Form and all required documentation must be received via email ([ade.charterschools@ade.arkansas.gov](mailto:ade.charterschools@ade.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: \_\_\_\_\_