

Charter School Request for Waiver for Loss of Instructional Days

Pursuant to Section 5.06 of the Charter Agreement, Organizer may reduce the number of days of attendance by up to five (5) school days if school days are cancelled by reason of weather conditions or other emergency conditions, and the Organizer may have early dismissals to an extent reasonable. In any case, the total number of days or hours of instruction for the school year shall not be reduced below the minimum days or hours of instruction required by law for Indiana non-charter public schools.

If during any school year, a charter school has been required to cancel school due to the extreme weather across Indiana, the COVID pandemic, or other unanticipated circumstances out of the school's control (i.e., repairs to furnace or water issues which would cause a school to close due to lack of heat or water), the University expects the charter school to make up as many days as possible within its school calendar. However, we understand this is not always possible or practical. Therefore, Ball State University Office of Charter Schools will accept and review requests for waiver of any cancelled school days for the above reasons above the make-up days originally built into the calendar. To request such a waiver, please submit this form on or before April 30 of the academic year in which they are requested.

Please contact Keith Chandler, Organizational and Compliance Coordinator, if you have any questions regarding this form (kachandler@bsu.edu; 765-285-1527).

School Name: _____

Note: The Office of Charter Schools will process this request and notify the Board President and School Leader whether approved or denied. If denied, the Charter School is responsible for making the Instructional Day.

Board President (name and email address): _____

School Leader (name and email address): _____

Dates and Reason for School Cancellation Requiring Waiver: _____

Board President signature: _____

School Leader signature: _____

Date: _____