

Ball State University
Office of Charter Schools
REQUEST FOR AMENDMENT TO THE CHARTER CONTRACT

Name of Charter School

All amendment requests must be made in or attached to a written resolution adopted by the governing body of the Organizer and signed by the members voting in favor and a copy attached hereto.

For each requested amendment attach a photocopy of the current contract language to be changed (including the text and page number), any previously approved amendments directly related to the subject matter of the proposed amendment, the proposed contract amendment language and additional information and supporting documentation, including a financial impact statement.

Additionally, requests must provide the rationale for the proposed amendment with specific details about how it will improve school operations and/or increase student achievement. The rationale must address each of the affected Academic Performance Framework Indicators by stating how the amendment will positively impact each affected Indicator.

Amendments, numbers 1 – 18 below, shall not require formal amendment of the Charter provided that written notice of the change is received by the Office of Charter Schools (OCS) at least thirty (30) days in advance of the requested effective date AND the Director of the OCS does not give written notice of objections to the change prior to such effective date to the Organizer. Amendments requested under number 19 below require formal amendment pursuant to Section 16 of the Charter.

- 1. School Calendar and School Day Schedule – Requested effective date: _____
- 2. Section 4.01, Mission – Requested effective date: _____
- 3. Section 4.06, Management Structure – Requested effective date: _____
- 4. Section 5.01, Curriculum and Instructional Methods – Requested effective date: _____
- 5. Section 5.02, Methods of Pupil Assessment – Requested effective date: _____
- 6. Section 5.11, Supplemental Programs – Requested effective date: _____
- 7. Section 5.12, Special Populations – Requested effective date: _____
- 8. Section 6.01, Staff Responsibilities (except changes which impact the Charter School's management structure – Requested effective date: _____
- 9. Section 6.03, Personnel Plan (except changes which impact the Charter School's management structure – Requested effective date: _____
- 10. Section 6.04, Teacher and Administration Evaluation Plan – Requested effective date: _____
- 11. Section 6.06, Teacher and Staff Compensation and Benefits – Requested effective date: _____
- 12. Section 6.08, Professional Development – Requested effective date: _____
- 13. Section 9.01, Transportation Plan – Requested effective date: _____
- 14. Section 10.01, Discipline Plan – Requested effective date: _____
- 15. Section 10.02, School Safety Plan – Requested effective date: _____
- 16. Section 10.03, Medication Policy – Requested effective date: _____
- 17. Section 10.04, Student Health Screenings – Requested effective date: _____
- 18. Budget and Financial Plan – Requested effective date: _____
- 19. Other Amendment to Charter – Requested effective date: _____

Description: _____

Signature of Board President or Designee

Signature of Administrative Head of the School

Printed Name of Board President or Designee

Printed name of Administrative Head of the School

Date: _____

Date: _____

Submit Request for Amendment to the Charter Contract and Certificate of Board Resolution evidencing decision has been made and adopted by the governing body as well as specific details about how it will improve the school operations and/or increase student achievement using Performance Frameworks and how they it will positively impact each Performance Framework Indicator.

1. For Informal Request for numbers 1-18 of Request for Amendment to the Charter Contract

At least thirty (30) days in advance of the requested effective date of the requested amendment, submit (1) a Request for Amendment to the Charter Contract, (2) a Certificate of Board Resolution evidencing decision has been made and adopted by the governing body and (3) specific details about how it will improve the school operations and/or increase student achievement using the Performance Frameworks and how it will positively impact each Performance Framework Indicator.

If the Executive Director of OCS does not give written notice of objections for the change to the Organizer, a letter stating that the request has been approved and the documentation will be uploaded to SharePoint.

2. For Formal Amendment Request for number 19 of Request form amendment to the Charter Contract

a. At least ninety (90) days in advance of the requested effective date of the requested amendment, submit (1) a Request for Amendment to the Charter Contract, (2) a Certificate of Board Resolution evidencing decision has been made and adopted by the governing body and (3) specific details about how it will improve the school operations and/or increase student achievement using the Performance Frameworks and how it will positively impact each Performance Framework Indicator.

b. Attach a photocopy of the current contract language to be changed (including the text and page number), any previously approved amendments directly related to the subject matter of the proposed amendment, the proposed contract amendment language (what you are changing) and additional information and supporting documentation, including a financial impact statement.

If all documents have been supplied and approved by OCS, they will be sent to the University Counsel for further review. When the University Counsel approves them, two copies will be sent to the governing Board for signature. When the second signed copy is returned to OCS, it will then be uploaded to SharePoint.

All requests must be emailed or faxed and followed up with a hard copy to the Office of Charter Schools TC 845, Ball State University, Muncie, IN 47306.