ARKANSAS DEPARTMENT OF EDUCATION

CHARTER AMENDMENT REQUEST FORM

Instructions

The Charter Amendment Request Form, with any additional documentation pertaining to the amendment request, must be received, via email, at the Arkansas Department of Education at least 35 days prior to the meeting of the Charter Authorizing 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 unduly financial burden on the charter
- Current Year to Date Enrollment by Race and Grade
- Current Year to Date Percent free and Reduced Lunch
- Most Recent ESEA Report

Additional documentation to be included with requests to add a campus or relocate an existing campus:

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

Amendment requests by open-enrollment charter schools must include the superintendent of the school district in which the charter is located as a recipient of the email sent to the Arkansas Department of Education.

To complete and submit the Charter Amendment Request Form, fill in the applicable areas on the form, checking the box(es) of the amendment(s) requested. When finished, print the form to PDF or print to paper and scan as a PDF. The instruction page and any unchecked boxes will not print, leaving only the necessary information. Attach all backup documents to the amendment form and submit as a single PDF packet to the Charter Office at the following email address:

ADE.CharterSchools@arkansas.gov