# Application to Amend Charter Contract

Name of Academy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Amendment:

* Additional sites
* Change in age/grades offered (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach a copy of the Resolution of the Academy Board of Directors approving the proposed amendment to the academy’s contract to charter a public school academy. The specific contract amendment language does not have to be included in the language of the resolution, but the recorded vote must be included, along with a description of the schedule(s) or section(s) the academy proposes to amend..

***Changes in the physical site or additions or deletion of sites must be approved by the University Board of Trustees. Other amendments may be approved by the Charter School Office (CSO) Executive Director.***

**FOR CHANGES IN SITES**

1. Provide the following information.
2. The mailing address of the new site(s) and the grades to be offered.
3. A narrative description of the site(s) including schematic drawings if available.
4. Certificate of Occupancy and other safety certificates (when available, but before use).
5. Lease or deed.
6. Complete Lease Questionnaire.
7. Revised budget, including any renovation and site improvement costs.

**FOR EDUCATIONAL SERVICE PROVIDER AGREEMENT AMENDMENTS**

Amendments to the Academy’s educational service provider agreement must comply with LSSU’s Educational Service Provider Agreement Policy and, pursuant to that Policy, must be submitted to the CSO, along with the completed educational service provider agreement due diligence questionnaire, prior to approval by the Academy Board.

**FOR ALL OTHER AMENDMENTS**

An academy may submit proposed amendments to its contract to charter a public school academy to the CSO, which will review proposed amendments and work with the academy to finalize amendments that the LSSU Board of Trustees approves.