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| **Massachusetts Department of Elementary and Secondary Education****Charter Amendment Request Cover Sheet**All amendment requests (except board of trustee member approvals\*) must include a completed cover sheet. |
| **School Information** |
| **School Name and Mailing Address** |  |
| **Name of School Leader** |  |
| **School Leader Email Address** |  |
| **Name of Board Chair** |  |
| **Board Chair Email Address** |  |
| **Contact Telephone Number** Indicate if [ ] School Leader or [ ] Board Chair |  |
| **Description of Amendment Request** |
| **Amendment to be Approved by the Board of Elementary and Secondary Education** (check change(s) that are requested)[ ] District(s) specified in the school’s charter[ ] Maximum enrollment[ ] Grades served[ ] Contractual relationship with an education management organization that is providing or planning to provide substantially all educational services |
| **Amendment to be Approved by the Commissioner of Elementary and Secondary Education** (check change(s) that are requested)[ ] School name[ ] Mission[ ] Governance or leadership structure[ ] Educational programs, curriculum models, or whole-school change designs that are inconsistent with those specified in the school’s charter[ ] Bylaws [ ] Memorandum of Understanding (Horace Mann)[ ] Schedule (e.g. length of school year, school week, or school day)[ ] Accountability Plan[ ] Enrollment policy and application[ ] Expulsion policy (within code of conduct)[ ] Location of facilities, if such change involves relocating or expanding to another municipality \*See [Board Governance Resources](http://www.doe.mass.edu/charter/governance/) for information about board of trustees’ membership. |