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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. | |