

**Massachusetts Department of Elementary and Secondary Education
Charter School Amendment Request Cover Sheet**

All amendment requests (except board of trustee member approvals) must include a completed cover sheet.

Contact Information

Contact person	
Position of contact person	
Contact telephone	
Contact email	

School Information

School Location – list school district(s) served. If the school is regional, what districts does it serve?	
Year chartered	
Chartered maximum enrollment	
Chartered grade span	
Chartered students per grade	

Amendment Request

Major Amendment (check change(s) that are requested)

- Educational philosophy or mission
- Governance or leadership structure
- Contractual relationship with an education management organization that is providing or planning to provide substantially all the school’s educational services
- Curriculum models or whole-school change designs that are inconsistent with those specified in the school’s charter
- Location of facilities, if such change involves relocating or expanding to another municipality (whether or not a school is regional)
- District(s) specified in the school’s charter
- Maximum enrollment
- Grades served

Minor Amendment (check change(s) that are requested)

- Bylaws
- Schedule (e.g. length of school year, school week, or school day)
- Enrollment process
- Code of conduct
- Corrections and clarifications involving the mission statement or other sections of the charter that do not fundamentally affect the school’s mission, organizational structure, or educational program
- School name

*See Technical Advisory 11-1 on Charter Amendments for information about board of trustees’ membership.