## Letter Template for Charter Amendment Request Requiring Board of Elementary and Secondary Education Approval

*[School Name]*

*[School Address]*

*[Date]*

Board of Elementary and Secondary Education

Massachusetts Department of Elementary and Secondary Education

135 Santilli Highway

Everett, MA 02149

Dear Members of the Board of Elementary and Secondary Education:

On behalf of the *[insert school name]* Board of Trustees, I respectfully request your approval of an amendment to change our charter to *[insert the proposed change to grades served, maximum enrollment, and/or districts served, making sure to summarize what is in the current charter and what is proposed – this could be a paragraph or more if a complicated request or multiple requests]*.

The *[insert school name]* Board of Trustees wishes to make this change because *[insert reasons or explanation; this should be a detailed discussion of how the school arrived at the decision to submit the proposed change, including feedback from stakeholders and evidence of support and demand]*.

*[****Follow the instructions within the Charter Amendment Guidelines related to your specific request.******All request letters for changes to grades served, maximum enrollment, and/or districts served are required to provide the necessary information within the attachment. Submissions that do not follow the Charter Amendment Guidelines will be required to submit a revised request, which will delay the Department of Elementary and Secondary Education’s review process.****]*

The *[insert school name]* Board of Trustees voted to approve this request on *[insert date]* at a meeting held in compliance with Massachusetts Open Meeting Law G.L. c. 30A,

§§ 18-25. At that meeting, the Board of Trustees authorized me to submit this request on their behalf *[only if the undersigned is the school leader or another individual other than the Board chairperson]*.

*[For Horace Mann charter schools only]* I have also enclosed certification that the *[insert district name]* school committee and *[insert district name]* teachers’ union have approved this request.

The *[insert school name]* is an academic success, is a viable organization, and is faithful to the terms of its charter. *[The following can be a paragraph, but should focus on the positive highlights in each of those three areas – examples might include recent renewal without conditions, MCAS absolute and trend performance, strong and stable leadership, financial strength, and achievement of commitments made in its charter – and can reference any attachments that support these statements]*.

The [*insert school name*] Board of Trustees requests that the Board of Elementary and Secondary Education approve this request at its [*insert particular month with a brief explanation for the requested date*], if possible. *[Charter school amendments are typically considered at meetings held in December, January, and February. In limited instances, an amendment may be considered as early as November for a minor proposed change, and as late as March, April, or May if the change will not take effect in the following fiscal year. The* [*annual schedule of meetings*](http://www.doe.mass.edu/bese/boedate.html) *for the Board of Elementary and Secondary Education is approved at the final meeting of the year in June. Please consider these factors in your planning and consultations with the Department of Elementary and Secondary Education regarding the timing of decisions.]*

Please contact [*insert contact name, email and phone number*] if you have any questions about this request.

Sincerely,

*[Insert individual name and signature]*

C: *[School or Board personnel as appropriate]*

*[Alyssa Hopkins, Assistant Director of the Office of Charter Schools and School Redesign (OCSSR),* [*Alyssa.K.Hopkins@mass.gov*](mailto:Alyssa.K.Hopkins@mass.gov)

*Brenton Stewart, Coordinator of School Redesign and Impact, OCSSR,* [*Brenton.Stewart@mass.gov*](mailto:Brenton.Stewart@mass.gov)*]*

Enclosures