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

*[School Name]*

*[School Address]*

*[Date]*

Commissioner of Elementary and Secondary Education

Massachusetts Department of Elementary and Secondary Education

135 Santilli Highway

Everett, MA 02149

Dear Commissioner,

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, 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]*. These changes to our charter will be effective *[upon the approval of the Commissioner of Elementary and Secondary Education or a later effective date selected by the school]*.

The *[insert school name]* Board of Trustees wishes to make this change because *[insert reasons or explanation; this could be a paragraph or more if a complicated request – and may reference any attachments to further support reasoning]*.

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]*.

The *[insert school name]* Board of Trustees also authorized the school to work with the Department of Elementary and Secondary Education (Department) to make minor technical changes to the amendment request if such changes are necessary to meet the requirements of statute or regulations, and are codified in Department guidance that was not followed in our submission. The *[insert school name]* Board of Trustees agrees to permit such minor technical changes to the policy submitted for approval, and to support any additional consultation and coordination with the Department that will be required to align our policy with requirements. *[****This above paragraph is only required if the request submitted for approval is related to the board bylaws, accountability plan, enrollment policy and application for admission, or expulsion policy, which all require provisional approval by the Department prior to a vote by the board of trustees.*** *The process for provisional approval can exceed several weeks depending upon the revisions required and the needs of the school. If the revisions to these documents did not receive provisional approval prior to seeking Commissioner approval, the Department will likely require additional revisions to the submitted document in order to align with requirements.]*

*[For Horace Mann charter schools, as applicable]* 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 your approval of this amendment as soon as possible. *[Charter school amendments subject to Commissioner approval are reviewed and considered on a monthly basis. If the submission follows the instructions provided within the Charter Amendment Guidelines, you can expect the process to take no more than six weeks depending upon the request. Please consider these factors in your planning and consultations with the Department 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,* [*Alyssa.K.Hopkins@mass.gov*](mailto:Alyssa.K.Hopkins@mass.gov)*]*

Enclosures