# Application to Amend Charter Contract

Name of Academy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Amendment:

* Additional sites
* Change in age/grades offered (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach a copy of the Resolution of the Academy Board of Directors approving the proposed amendment. The specific contract amendment language does not have to be included in the language of the resolution, but the recorded vote must be included.

***Changes in the physical site or additions or deletion of sites must be approved by the University Board of Trustees. Proposed amendments to the Academy Articles of Incorporation must also be approved by the University Board of Trustees. Other amendments may be approved by the University President.***

**FOR CHANGES IN SITES**

1. Provide the following information.
2. The mailing address of the new site(s) and the grades to be offered.
3. A narrative description of the site(s) including schematic drawings if available.
4. Certificate of Occupancy and other safety certificates (when available, but before use).
5. Lease or deed.
6. Revised budget, including any renovation and site improvement costs.

**FOR AMENDMENTS TO THE ARTICLES OF INCORPORATION**

The proposed amendments to the articles of incorporations must be provided to the Charter School Office and must be approved by the University Board of Trustees prior to filing the amendments.

**FOR AMENDMENTS TO THE BYLAWS**

Amendments to the Bylaws must be submitted to the Charter School Office for review and approval prior to final adoption by the Academy Board of Directors.

**FOR ALL OTHER AMENDMENTS**

Submit the proposed changes to the Charter School Office. The Charter School Office will work with you to develop the language for amendment to the Terms and Conditions and/or the appropriate Schedules of the charter contract.