



Charter Amendment Process

Aligning with 5 CSR 20-100.260.3(A.3), school leadership may determine after a school begins operations that a provision of the charter needs to be revised or updated. The process for amending the charter is as follows:

- The school leader submits a proposed amendment to the charter school board of directors.
- The charter school board approves the proposed amendment at its next meeting. If not approved by the charter school board, the process ends here.
- If the charter school board approves the amendment, the board chair submits a letter along with the proposed amendment requesting University sponsor approval.
- The University approves or denies the amendment.
- Within 30 days, the University sends written notification of approval or denial to the school's board of directors and to the Department of Elementary and Secondary Education (DESE). If the amendment is denied, the letter of denial will provide reasons.