



State Charter School Board Amendment Request

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The vision of the Utah State Charter School Board (SCSB) is that “every student has access to an excellent education that meets their unique learning needs.”

Introduction

The purpose of the Amendment Request is to provide a process for a charter school governing board to request changes to its charter. The Amendment Request is based on the premise that the contractual agreement may be modified by mutual agreement of the charter authorizer and the governing body of the school.

Submission

Application must be uploaded into the Applications Folder of the documents section in the Utah Charter Access Point (UCAP) system no later than **5:00pm MST on the third Friday of the month prior** to the SCSB meeting.

Staff Eligibility Review

After receipt, SCSB staff reviews request to include associated academic, financial, and operational performance and compliance. Once the applicant is deemed Administratively Complete, the applicant (if appropriate) will be invited to the next SCSB meeting. Operational compliance will be confirmed throughout the review period.

State Charter School Board Consideration

At the scheduled SCSB meeting, members will consider the request. Schools will have opportunity to answer questions. SCSB staff will notify the school of the SCSB decision within five business days. If approved, and USBE approval is not required, the governing board and SCSB sign an addendum to the original charter agreement outlining the agreed changes. Normally scheduled meeting, **typically the second Thursday**.

If approved and if applicable, the application will be forwarded to the USBE for consideration at its next scheduled meeting.

Application Instructions

The Amendment Request template is a Microsoft Word document with checkboxes and text boxes for the applicant to respond to questions. Prepare your application package using the template, attachments/forms, and submission process approved by the Board. This template is designed to be completed and submitted **electronically**. Incomplete applications will not be considered. **Submit the application through the UCAP system.**

Formatting Requirements:

- Only PDF file types will be accepted. Fonts must be no less than **11 point**.
- The application calls for certain official documents to be scanned. Scanned documents must be no less than 100% of the original size, except for building floor plans or maps.

DELETE THIS INSTRUCTION PAGE WHEN SUBMITTING THE APPLICATION

Applicant Assurances

Print this sheet, complete and sign the spaces at the bottom, scan, and attach to the electronic application.

The Board Chair must sign the following agreement prior to submitting the application package.

Should the agreement be signed by someone other than the current Board Chair, the application package will be deemed Administratively Incomplete.

School Name: Click or tap here to enter text.

The Applicant certifies all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the Amendment Request process or revocation after award.

The Applicant understands that applications must be uploaded into the UCAP system no later than the third Friday of the month preceding the month of the requested SCSB meeting and that incomplete applications will not be considered.

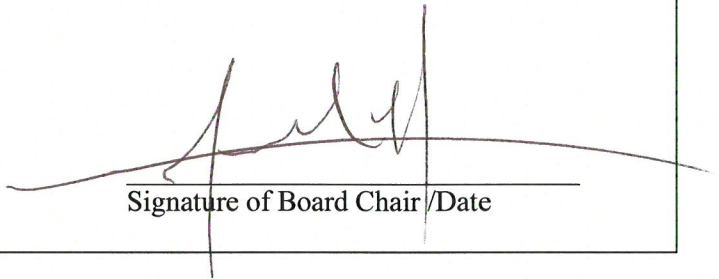
The Applicant acknowledges that all information presented in the application package, if approved, may become part of the charter to be used for accountability purposes throughout the term of the charter.

The Applicant acknowledges that the charter school governing board is subject to all Utah statutes regarding charter schools as well as all relevant federal, state and local laws, and requirements, and should comply with such.

The Applicant acknowledges that the most current academic and compliance data will be provided to the SCSB for its consideration of the application.

The applicant acknowledges that prior to inclusion on the agenda, the SCSB recommends charter school governing boards schedule an appointment with SCSB staff to discuss the request and provide clarification to any staff questions.

Jim Haendiges
Click or tap here to enter text.
Name of Board Chair


Signature of Board Chair /Date

School Entity Information

Name of School: Click here to enter text.

Name of School Administrator: Click here to enter text.

Contact Information for School: Click or tap here to enter text.

Below, list the names and positions of all current Board Members (officers, members, directors, partners), and their positions. Also list any other current charters in which they act as a corporate principal or charter representative. Add rows as necessary.

Name	Position	All Charter Affiliations

Contractual Charter Agreement Goals

List the school's contractual goals.

Required Attachments:

- If the school is *not* meeting all its charter contractual agreement goals, then include the governing board's corrective action plan. (Corrective action plan limited to two pages.)

Requested Amendment(s) to Charter

1. Complete as many sections as apply.
2. Provide requested details and supporting documentation as outlined for each amendment requested.

Change to curricular or instructional emphasis, including educational program or methods of instruction.

Required Attachments:

Amendment Request – REPLACE WITH SCHOOL NAME

- A redline version showing new additions and ~~removed language~~ in educational program or methods of instruction.
- Documentation of new, evidence-based choice, as well as anticipated improvement in student performance.

Relocating to a new school district or municipality.

Operational schools: Describe the decision to move and the projected impact on enrollment.
Click or tap here to enter text.

Required Attachments:

- Supporting evidence for decision.
- Minutes from the board meeting where parents and student provided feedback.

Planning year schools:

Required Attachments:

- Detailed market analysis of newly proposed location.
- Corresponding capital facility plan.
- Revised budget for the planning year and first three operational years.

Articulation agreement.

Describe the purpose for the articulation agreement.
Click here to enter text.

Required Attachments:

- Provide a copy of the school's proposed articulation agreement signed by all participating charter school(s).

Change to effectiveness goals, performance measures, or accountability plan.

Required Attachments:

- Redline version showing new additions and ~~removed language~~ in contractual agreement performance measures.
- Provide supporting documentation for the requested change.

Postponement of opening year.

Describe the reason for postponing the school's opening year.
Click here to enter text.

Required Attachments:

Amendment Request – REPLACE WITH SCHOOL NAME

- Include additional supporting documentation as necessary.

Change to Bylaws, Articles of Incorporation, or contractual agreement specific to number of board members or board member election / appointment process.

Required Attachments:

- A redline version showing new additions and ~~removed language~~ in Bylaws.

Removal of original application sections – not applicable to Exhibit A contracts

Required Attachments:

- A redline version showing new additions and ~~removed language~~, or
- If completely rewritten, the new policy or procedure with new effective date, indicating superseding of previous policy or procedure.
- Excerpt from board minutes at which policy was approved

NOTE: Policies, procedures, and minutes can be provided through a specific hyperlink to the exact policy, procedure, or minutes.

Examples:

- Job descriptions for educators and administration, including business administrator
- Selection of Education Service Providers
- Financial performance and sustainability goals
- Board performance and stewardship goals
- Student achievement levels for assessments no longer required by USBE (e.g., end of level CRT, IOWA, DWA, etc.)
- Acceptable use and social media policy
- Extra-curricular activities and fee schedules

NOTE: SCSB staff will review policy or procedure for compliance with state law and board rule.

Change to School Mission or Purpose(s)

Describe the process the governing board followed when making this decision, as well as why a change to mission and/or purpose(s) is necessary for the governing board to meet the terms and conditions in its contractual agreement.

Click here to enter text.

Required Attachments:

- A redline version showing new additions and ~~removed language~~ in school mission and/or purpose(s).

Change to grades served or decrease in student enrollment.

Summarize the governing board’s discussion that led to the decision to reduce grade levels or number of students served.

[Click here to enter text.](#)

Complete:

		Grades and Specific Number of Students Served by Grade											Max Enrollment	
Current	K	1	2	3	4	5	6	7	8	9	10	11	12	
SY														
Proposed	K	1	2	3	4	5	6	7	8	9	10	11	12	
SY														

Other Amendments Not Previously Identified Above

Please describe amendment request.

Changing our Name to : Mountain View Montessori Academy

We had to add Academy to the name for the DBA for paperwork purposes.

As the Director of Dixie Montessori Academy, I am requesting the State Charter Board's approval to change our school's name to Mountain View Montessori. After many months of strategic planning, collecting data, and gathering feedback from all stakeholders, we feel that this new name truly matches the direction of the school. Our goal is to provide a quality public Montessori education, where children have the opportunity to experience the beauty and nature of Southern Utah. We feel very supported by our community in this rebranding and we thank you for the privilege of serving the children of Southern Utah.

Required Attachments:

- Details and supporting documentation as appropriate.
- Additional information may be requested following review and request may require SCSB or USBE approval.