

Charter Contract Modification Notification Process

Purpose

The Charter Contract Notification Process ensures that specific changes made by the Charter Operator, as outlined in the Charter Contract, are documented and communicated to the University in compliance with contractual requirements. While these changes do not require a formal amendment, they must be approved by the Charter Operator or the governing body and signed by both the ASU President (or designee) and the Charter Representative before implementation.

1. Notification Requirements

The following changes require prior approval through the notification process:

A. Administrative and Contact Information Changes

- Change in name of the charter school.
- Change in mailing or physical address.
- Change in phone or fax number.
- Changes to the designated charter school contact person.
- Changes of school site and/or addition of new sites.

B. Governance and Leadership Changes

- Change in the name(s) of the person(s) authorized to act as a Charter Representative.
- Selection, retention, and termination of the CEO and COO of the Charter Operator.

C. Enrollment Changes

- Change in enrollment capacity (necessary for school finance purposes).

2. Notification Submission Process

A. Submission Requirements

- All notification requests must be submitted in writing to the University following the prescribed submission procedures.
- The Charter Operator shall not implement the changes requested in the notification until authorized representatives of both parties sign the notification.
- The ASU President (or designee) reserves the right to require that a notification be submitted as an amendment request if deemed necessary.

B. Review and Approval Process

- The University will review the notification request for completeness and compliance with the Charter Contract.
- Additional documentation or clarification may be requested if necessary.
- The notification becomes effective only when signed by both the ASU President (or designee) and the Charter Representative.

3. Supporting Documentation Requirements

To ensure proper processing, the following documentation must be included based on the type of notification:

A. Administrative and Contact Information Changes

- Official documentation reflecting the updated name, address, phone number, or contact information.
- Rationale for the change and its expected impact on operations.

B. Governance and Leadership Changes

- Board resolution or official documentation approving the change in Charter Representative.
- Employment contract, resume, or related documents for CEO/COO changes.

C. Enrollment Changes

- Justification for the capacity change, including financial and operational impact.
- Updated enrollment projections and facility capacity verification (if applicable).

5. Submission Checklist

To ensure timely review and approval, all notification submissions must include:

- ☐ A formal written request detailing the notification.
- ☐ Justification for the requested change.
- ☐ Supporting documentation based on notification type.
- ☐ Any additional information requested by the University.

Incomplete submissions may result in processing delays.

6. Contact Information

All notification submissions and related inquiries must be directed to the University's designated charter authorization office following the established submission procedures.

CHARTER CONTRACT NOTIFICATION FORM

Section 1: Charter Operator Information

- Charter Operator Name: _____
- Charter Contract Number: _____
- Primary Contact Name: _____
- Title: _____
- Phone Number: _____
- Email Address: _____

Section 2: Notification Request Details

- Type of Notification (Check All That Apply):
 - ☐ Change in name of the charter school
 - ☐ Change in mailing or physical address
 - ☐ Change in phone or fax number
 - ☐ Change in designated charter school contact person
 - ☐ Change of school site and/or addition of new sites
 - ☐ Change in the name(s) of person(s) authorized to act as a Charter Representative
 - ☐ Selection of a new CEO or COO
 - ☐ Termination of CEO or COO
 - ☐ Change in enrollment capacity (necessary for school finance purposes)

- Description of Requested Notification: *(Provide a detailed explanation of the proposed change, including specific modifications and expected impact)*

- **Justification for Notification:** *(Explain why the notification is necessary and any relevant supporting details)*

- **Proposed Effective Date:** _____

- **Is this notification time-sensitive?** [] Yes [] No

☐ If yes, explain the urgency:

Section 3: Supporting Documentation *(Attach all required documentation relevant to the notification request)*

- Official documentation reflecting the updated information
- Rationale for change and impact analysis
- Board resolution (if applicable)
- Employment contract, resume, or related documents (for CEO/COO changes)
- Justification for enrollment capacity change
- Updated enrollment projections and facility capacity verification (if applicable)
- Any additional documentation required by the University

Section 4: Certification and Signature By signing below, I certify that the information provided in this notification request is true and accurate to the best of my knowledge. I understand that submission of this request does not guarantee approval and that the change shall not take effect until formally approved in writing by the University.

- **Authorized Representative Name:** _____
- **Title:** _____
- **Signature:** _____
- **Date:** _____

Section 5: University Decision (For Official Use Only)

- **Date Received:** _____

- **Review Completed By:** _____
- **Decision:**
 - ☐ Approved
 - ☐ Approved with Conditions
 - ☐ Denied
 - ☐ Additional Information Required
- **Comments/Conditions (if applicable):**

- **Authorized University Representative Name:** _____
- **Title:** _____
- **Signature:** _____
- **Date:** _____

Submission Instructions: Completed forms and supporting documents should be submitted to the University's designated charter authorization office via email. Incomplete submissions may result in processing delays.