



Request for Material Revision Checklist

Charter school operators seeking a material revision of a school's current charter should review and refer to the *LAUSD Policy and Procedures for Charter Schools* ("Policy") approved by the Board of Education on August 11, 2020. This checklist serves as a supplemental tool to the Policy. Implementation of a material revision without the prior approval of the LAUSD Board is a material violation of the charter and may constitute grounds for revocation. Material revisions shall take effect upon approval by the Board of Education, unless noted otherwise.

In order to be accepted for review, a request for material revision of a charter requires submission of the following items:

- Letter on school letterhead, addressed to the Director of the Charter Schools Division, that clearly identifies the request for the proposed material revision and includes, at a minimum:
 - a. Relevant background information, including the school's reasons for seeking the material revision
 - b. The school's analysis and discussion of the educational soundness of the requested revision and the organization's capacity to successfully implement the proposed changes, as demonstrated by its record of academic, operational, and organizational management performance
 - c. The school's clear identification and description of each addition, change, and deletion proposed to be made in the school's current approved charter
- Supporting documentation necessary to review and assess the request. For example, a request for material revision to add a facility may contain supporting documentation such as a lease agreement and documentation that a proposed new site complies with all applicable building and safety codes. Other examples may include but are not limited to, revised Bylaws or Articles of Incorporation, waitlist information, revised admissions forms, revised budget (including budget assumptions), and/or other data to support the proposed change.
- For a proposed expansion to one or more additional sites or grade levels, information regarding the community impact of the proposed expansion. Please refer to the Community Impact Assessment guidelines in the "New Charter Petitions" section of the *LAUSD Policy and Procedures for Charter Schools*.
- For a proposed change in location/address outside of the community as defined in the Policy, information regarding the community impact of the proposed move. Please refer to the Community Impact Assessment guidelines in the "New Charter Petitions" section of the *LAUSD Policy and Procedures for Charter Schools*.

- ❑ Resolution, approved by the school’s Governing Board and duly signed by its Board Secretary, which:
 - a. Specifically identifies the revision(s) proposed to be made to the charter school’s current approved charter
 - b. Sets forth the rationale for the proposed material revision(s)
 - c. Authorizes the submission of the request for the material revision(s) to LAUSD
 - d. Names the representative authorized to execute (sign) the amendment document and otherwise act on behalf of the charter school with respect to the material revision application process

NOTE: If the school’s request entails extensive revisions or the request will impact multiple charters of the same organization, the school should contact the school’s assigned administrator prior to preparing the application materials. The CSD administrator will work with the school to determine an appropriate method for submitting the proposed changes.

NOTE: The school may submit the required material revision request documentation to its CSD assigned administrator via email, regular mail, hand-delivery, or in person.

For further information, please see the “Material Revisions” section of the Policy available on the CSD website. Additionally, the school’s assigned CSD administrator is available to address questions regarding the request for material revision review process.