

Request Letter for Charter Amendment Template

[School Name]

[School Address]

[Date]

*Commissioner of Elementary and Secondary Education or
Board of Elementary and Secondary Education
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148*

Dear Commissioner or Board, [as applicable]

On behalf of the [insert school name] Board of Trustees, I respectfully request your approval of an amendment to change our charter to [insert the change, making sure to summarize what is in the current charter and what is proposed – this could be a paragraph or more if a complicated request or multiple requests]. These changes to our charter will be effective [either upon the approval of the Commissioner or the Board of Elementary and Secondary Education, as appropriate, or a specified date selected by the school].

The [insert school name] Board of Trustees wishes to make this change because [insert reasons or explanation; this could be a paragraph or more if a complicated request – and may reference any attachments to further support reasoning].

The [insert school name] Board of Trustees voted to approve this request on [insert date] at a meeting held in compliance with Massachusetts Open Meeting Law G.L. c. 30A, §§ 18-25. At that meeting, the Board of Trustees authorized me to submit this request on their behalf [only if the undersigned is the school's Director or other individual other than the Board chairperson]. I have also enclosed certification that the [insert district name] school committee and [insert district name] teachers' union have approved this request [if the request is from a Horace Mann charter school].

The [insert school name] is an academic success, is a viable organization, and is faithful to the terms of its charter. [The following can be a paragraph or more, but should focus on the positive highlights in each of those three areas – examples might include recent renewal without conditions, MCAS absolute and trend performance, strong and stable leadership, financial strength, and being true to its charter – and can reference any attachments that support these statements].

[If a request needing the approval of the Board of Elementary and Secondary Education, then read as follows]. The [insert school name] Board of Trustees requests that the Board of Elementary and Secondary Education approve this request at its [insert particular BESE meeting date with a brief explanation for the requested date], if possible.

[If a minor request needing the approval of the Commissioner of Elementary and Secondary Education, then read as follows]. The [insert school name] Board of Trustees requests your approval of this amendment as soon as possible.

Please contact *[insert contact name, email and phone number]* if you have any questions about this request.

Sincerely,

[Insert individual name and signature]

C: *[School or Board personnel as appropriate]*
[Associate Commissioner]

Enclosures