

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]*.

The *[insert school name]* Board of Trustees also authorized the school to work with the Department to make any minor technical changes to the amendment submitted for approval **if** such changes are necessary to meet the requirements of statute or regulations, and are codified in Department guidance that was not adhered to in our submission. The *[insert school name]* Board of Trustees agrees to permit such minor technical changes to the policy submitted for approval, and to support any additional consultation and coordination with the Department that will be required to align our policy with requirements. *[only if the amendment submitted for approval are the bylaws, accountability plan, enrollment policy and application for admission, or expulsion policy.]*

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