

## **Instructions for Completing and Submitting a Letter of Intent to Amend a Charter Application**

Pursuant to Tennessee Code Annotated (T.C.A) § [49-13-110\(d\)](#) and Charter Commission Rule [1185-01-01-.04](#), if a charter school desires to materially modify any of the provisions of its charter agreement, it must seek an amendment. A “material modification” to a charter agreement is defined in Charter Commission Rule [1185-01-01-.04](#) as a substantive change to the terms of the charter agreement regarding a charter school’s governance, financial, operational, or academic structure. In accordance with Charter Commission Rule [1185-01-01-.04](#), material modifications include, but are not limited to:

- A change in governance structure (including, but not limited to, a change in the nonprofit entity governing the school), or addition of or changes to the charter management organization;
- The addition or removal of a grade level or levels;
- Changes in student enrollment which fall outside of the minimum or maximum enrollment thresholds set forth in the charter school’s charter agreement;
- The addition or removal of a plan to provide transportation to students attending the charter school;
- Changes to the charter school’s location, if outside the geographic area set forth in the charter agreement;
- Changes to the charter school’s academic focus set forth in the charter agreement; and
- Changes identified in the charter agreement as material modifications or amendments.

To seek an amendment, the governing body of a charter school must petition the charter school’s authorizer. The first step in this process is to complete and submit the attached Letter of Intent which includes the following requirements:<sup>1</sup>

1. Provide the requested school information.
2. Check the box for the category that best describes the provision you are seeking to amend. If more than one category applies, check all that apply. For example, a charter school desiring to add grade levels may also seek an increase in enrollment to accommodate those grade levels. In that case, both the second and third boxes should be checked.
3. Have the Contact Person and Board Chair sign the completed Letter of Intent.
4. Save the completed and signed document as a PDF.
5. Submit the PDF to your authorizer, as well as to the Tennessee Department of Education, Division of Choice, at [Charter.Schools@tn.gov](mailto:Charter.Schools@tn.gov).

### **Submission Deadlines:**

Charter Commission Rule [1185-01-01-.04](#) sets forth a fall deadline and a spring deadline for submitting an amendment petition. If you are seeking an amendment to add or remove grade levels or change enrollment, you must submit your petition in the fall preceding the school year in which the proposed amendment would take effect. Amendment petitions for any other category may be submitted in either the fall or the spring preceding the school year in which the proposed amendment would take effect.

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<sup>1</sup> A charter school that submits an emergency amendment application pursuant to Charter Commission Rule [1185-01-01-.04](#) is not required to submit a Letter of Intent to the authorizer or the Tennessee Department of Education.

Fall: Letter of Intent must be submitted by **September 1**, with the application due by **October 1**.

Spring: Letter of Intent must be submitted by **January 15**, with the application due by **February 14**.

If the due date falls on a Saturday, Sunday or state-observed holiday, the due date shall be the next business day.

### **LETTER OF INTENT TO AMEND A CHARTER AGREEMENT**

Name of Charter School: \_\_\_\_\_

Name of Authorizer: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

*This is the person who will serve as the primary contact for the application, including notices and other follow-up.*

Contact Person Mailing Address: \_\_\_\_\_

Contact Person Primary Telephone: \_\_\_\_\_

Contact Person Alternate Telephone: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Name of School Leader: \_\_\_\_\_

School Year Proposed Amendment Will Take Effect: \_\_\_\_\_

Amendment Petition Category:

*Check the box for the category under which this Amendment Petition falls:*

- Change in governance structure (including, but not limited to, a change in the nonprofit entity governing the school), or addition of or changes to the charter management organization
- The addition or removal of a grade level or levels. *Letter of Intent must be filed by **September 1** (or next business day) of the school year preceding the school year in which the proposed amendment would take effect).*
- Changes in student enrollment which fall outside of the minimum or maximum enrollment thresholds set forth in the charter school's charter agreement. *Letter of Intent must be filed by **September 1** (or next business day) of the school year preceding the school year in which the proposed amendment would take effect).*
- The addition or removal of a plan to provide transportation to students attending the charter school

- Changes to the charter school's location, if outside the geographic area set forth in the charter agreement
- Changes to the charter school's academic focus set forth in the charter agreement
- Changes identified in the charter agreement as material modifications or amendments. Please specify: \_\_\_\_\_
- Other material change not covered by any of the above categories. Please specify: \_\_\_\_\_

By our signatures below, we hereby certify that the governing body of the charter school identified herein has approved the submission of this Letter of Intent.

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Contact, Printed Name & Title

\_\_\_\_\_  
Board Chair, Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*This completed and signed form shall be saved as a PDF and submitted to the applicant's authorizer as well as to the Tennessee Department of Education, Division of Choice, at [Charter.Schools@tn.gov](mailto:Charter.Schools@tn.gov).*