

**ADE USE ONLY**: Completed Waiver Request Submission Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Charter Amendment Request From**

The Charter Amendment Request Form and all required documentation must be received via email ([ade.charterschools@arkansas.gov](mailto:ade.charterschools@arkansas.gov)) at the Arkansas Department of Education at least 35 days prior to the Charter Authorizing Panel meeting.

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| --- | --- |
| **Charter Name:** |  |
| **LEA Number:** |  |
| **Superintendent or Director:** |  |
| **Email:** |  |
| **Phone:** |  |

*\*All open-enrollment amendment requests must include evidence that the request was contemporaneously sent by the applicant to the superintendent of the school district where the charter is located.*

**Type of Amendment(s) Requested**

**Add a New Campus**  (Must also submit the map of current location, map of proposed location, Facilities

Utilization Agreement and desegregation analysis)

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| Address: |  |
| School District: |  |

**Relocate Existing Campus** (Must also submit the map of current location, map of proposed location,

Facilities Utilization Agreement and desegregation analysis)

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| Campus Name: |  |
| Current Address: |  |
| Proposed Address: |  |
| School District: |  |

**Increase Enrollment Cap**

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| --- | --- |
| Current Cap: |  |
| Proposed Cap: |  |

**Change Grade Levels Served**

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| --- | --- |
| Current Grade Levels Served: |  |
| Proposed Grade Levels Served: |  |

**Name Change**

|  |  |
| --- | --- |
| New Name of Charter: |  |

**Other** (Describe requested change)

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**Waiver(s)**

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| **Waiver Topic #1** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

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| **Waiver Topic #2** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

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| **Waiver Topic #3** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

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| **Waiver Topic #4** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

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| **Waiver Topic #5** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

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| **Waiver Topic #6** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

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| **Waiver Topic #7** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

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| **Waiver Topic #8** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

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| **Waiver Topic #9** |  |
| **Arkansas Code Annotated** |  |
| **Standard for Accreditation** |  |
| **ADE Rules** |  |
| **Rationale for Waiver** |  |

**Facilities Utilization Agreement**

*To be completed and submitted with an amendment request to add a new campus or relocate an existing campus*

Lessor (Owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessee (Tenant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information regarding affiliation, family ties or other relationships between the Lessor and Lessee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the present use of the facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Square Footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Terms of Lease: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contingency**: The terms of this agreement are contingent upon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charter School receiving approval by the Authorizer to operate an open-enrollment public charter school at the premises identified.

No indebtedness of any kind incurred or created by the open-enrollment public charter school shall constitute an indebtedness of the State of Arkansas or its political subdivisions and no indebtedness of the open-enrollment public charter school shall involve or be secured by the faith, credit or taxing power for the state or its political subdivisions. An open-enrollment public charter school shall not incur any debt, including lease, without the prior review and approval of the Commissioner of Education.

We affirm that the facility is, or will be prior to charter occupancy, compliant with ADE/IDEA accessibility regulations and will remain so while the charter occupies the location.

Lessee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Lessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature