

Charter Holder Governance Amendment Request

Purpose

The *Charter Holder Governance Amendment Request* should be completed if there is a change in officers, directors, members, or partners of the charter holder. This is the only form required if the charter holder and school governing body are the same.

Before submitting this request ensure the charter holder is in compliance per the Board's [policy](#). If a charter holder is not in compliance, the request may be deemed incomplete and the non-compliance may be recorded on the charter holder's operational dashboard.

Determining Eligibility

Any charter holder is eligible to submit a *Charter Holder Governance Amendment Request*.

Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the agenda of a regular Board meeting.

Instructions for the Request

Work through the form, filling in all required fields and uploads (denoted by "*"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

If the charter principals and school governing body are the same, this is the appropriate form to submit. In this instance, do not submit a *School Governing Body Amendment Request*, as that request will be deemed administratively incomplete and closed.

Form Fields

Field	Instructions
Current Officers, Directors, Members, or Partners	Confirm that this field accurately identifies the current Officers, Directors, Members, or Partners.
New Officers, Directors, Members, or Partners (to add an individual)	<p>Click the blue "Add Officer, Director, Member, or Partner" link. When the window pops up, enter the last 4 digits of the new individual's Social Security number and the individual's date of birth. Then, click the "Add Officer, Director, Member, or Partner" button.</p> <p>The window will expand. When that happens, complete the following:</p> <p>First Name: Enter the new individual's first name.</p> <p>Last Name: Enter the new individual's last name.</p> <p>Email Address: Enter the new individual's email address.</p>

Fingerprint Clearance Card: Click “Choose File” and upload a PDF of a copy of the front and back of the individual’s valid FCC issued by DPS.

Affidavit: Click “Choose File” and upload a PDF of a completed, signed, and notarized Affidavit, Disclosure, and Consent for Background and Credit Check form.

Résumé: Click “Choose File” and upload a PDF of the individual’s résumé.
Repeat this process for each individual being added.

Remove Officers, Directors, Members, or Partners

(to remove an individual)

From the “Choose a Member” drop down, select the member to be removed.
Click the “Remove Member” button.

Please select one of the following:*

Select the button that accurately represents the configuration of the governing body.

The officers, directors, members, or partners of the charter holder also serve as the school’s governing body.

The officers, directors, members, or partners of the charter holder DO NOT serve as the school’s governing body.

Attachments

For further information regarding specific documentation requirements, see The Guide (*Attachment Guidelines*) and the administrative and substantive completeness requirements following this section.

Board Minutes or Board Resolutions*

Declarations*

- A PDF version of the Declaration of Payment, Benefit, or Consideration form.
- A PDF version of the Declaration of Consistency form

Administrative Completeness Review

An administratively complete request includes the following:

- Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change in governance has been approved or addressed by the charter holder (approving board);
 - Approving board aligns with what is currently on file with ASBCS; and
 - Board minutes comply with Open Meeting Law (if applicable); or
 - Board resolution if the approving board is not subject to Open Meeting Law.
- Current, valid Fingerprint Clearance Card for each individual being added.
- Current Résumé for each individual being added.
- Notarized and completed Affidavit, Disclosure and Consent for Background and Credit Check form for each individual being added.
- Completed Declarations of Payment, Benefit, or Consideration form for each individual being added or removed.

- Completed Declaration of Consistency signed by the charter representative or individual.
- All required forms are submitted on the approved ASBCS template.

Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criterion (if applicable) is either deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Credit Check (Adding only)	<input type="checkbox"/> No discrepancies in an individual's credit check
Compliance Check	<input type="checkbox"/> Charter holder is in compliance per the Board's policy.