

# Charter Holder Location Notification Request

## Purpose

The *Charter Holder Location Notification Request* is used to make changes to the Charter Holder's mailing address and/or physical address. If the Charter Holder is **only** making changes to its phone and/or fax numbers currently on file with Board, please email Board Staff at [charterschoolboard@asbcs.az.gov](mailto:charterschoolboard@asbcs.az.gov).

## Determining Eligibility

Any charter holder is eligible to submit a *Charter Holder Location Notification Request*.

## Board Consideration

A substantively complete notification request submitted by a charter holder shall be considered for approval by the Executive Director.

## Instructions for the Request

**The following instructions supersede the instructions listed in the upload area of the ASBCS Online system** for the *Charter Holder Location Notification 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.

### Form Fields

Field	Instructions
Mailing Address	Confirm that this address is current.
Physical Address	Confirm that this current address and phone number is current.
New Address, Phone Number, and Fax Number*	Check all applicable boxes.
Mailing Address	Complete this section if changing the mailing address.
Mailing Phone Number	Complete this section if changing the mailing phone number.
Mailing Fax Number	Complete this section if changing the mailing fax number.
Physical Address	Complete this section if changing the physical address.
Physical Phone Number	Complete this section if changing the physical phone number.
Physical Fax Number	Complete this section if changing the physical fax number.

## Attachments

For further information regarding specific documentation requirements, see page 6–15 of the Guide and the substantive completeness requirements found on this page.

### Board Minutes\*

Upload evidence that the proposed change has been approved by the Charter Holder.

## Administrative Completeness Review

An administratively complete request includes the following:

- Board Minutes
  - Comply with Open Meeting Law (if applicable)
  - Board aligns with what is currently on file with ASBCS

## Substantive Completeness Review

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

Review	Criteria
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.