

Charter Mission Amendment Request

Purpose

The *Charter Mission Amendment Request* is used to change the mission of a charter.

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 Mission Amendment Request*.

Board Consideration

A substantively complete amendment request submitted by a charter holder may be considered for approval by the Executive Director, or placed on the agenda of a regular Board meeting. A finding that the charter holder is not in compliance in one or more areas may result in a delay in consideration of the request.

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.

Form Fields

Field	Instructions
Change From	Confirm the current charter mission statement. If the statement populated in the field is not the current charter mission statement, please contact Board staff.
Change To*	Provide the exact text of the new charter mission statement.

Attachments

For further information regarding specific documentation requirements, see The Guide (*Attachment Guidelines*) and the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

Administrative Completeness Review

An administratively complete request includes the following:

- Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change 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.

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: <ul style="list-style-type: none"> <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Mission Statement	<ul style="list-style-type: none"> <input type="checkbox"/> The mission, as stated, aligns with the Charter Holder’s Program of Instruction on file in the charter contract.