

# Charter Representative Notification Request

## Purpose

The *Charter Representative Notification Request* is used when the Charter Holder needs to add or remove a Charter Representative.

## Determining Eligibility

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

## Board Consideration

A substantively complete notification 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

**The following instructions supersede the instructions listed in the upload area of the ASBCS Online system** for the *Charter Representative 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
<b>Current Charter Holder Representatives</b>	Confirm that this field accurately identifies the current Charter Holder Representatives.
<b>Removed Charter Holder Representatives</b> (to remove an individual)	From the "Choose a Representative" drop down, select the member to be removed. Click the "Remove Representative" button.
<b>New Charter Holder Representatives</b> (to add an individual)	Click the blue "Add Authorized Representative" 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 Authorized Representative" button.  The window will expand. When that happens, complete the following: <b>First Name:</b> Enter the new individual's first name. <b>Last Name:</b> Enter the new individual's last name. <b>Email Address:</b> Enter the new individual's email address. <b>Fingerprint Clearance Card:</b> Click "Choose File" and upload a PDF of a copy of the front and back of the individual's valid FCC issued by DPS. <b>Background Information Sheet:</b> Click "Choose File" and upload a PDF of both

pages of the completed form.

**Verification of Coursework/Degree:** Click “Choose File” and upload a PDF of the individual’s transcripts from the postsecondary institution or an official, watermarked report from the National Student Clearinghouse. If no postsecondary degree is noted, or the individual cannot retrieve his or her transcripts, the No Postsecondary Transcript Form is required.

**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 résumé.

Repeat this process for each individual being added.

### Attachments

For further information regarding specific documentation requirements, see pages 6–15 of the Guide and the substantive completeness requirements found on page 3 of these instructions.

#### Board Minutes\*

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

#### Declaration of Payment, Benefit, or Consideration\*

Upload a PDF version of the completed form signed by the individual being added or removed. For further information regarding this attachment, see page 9 of the Guide and the administrative completeness requirements found below.

## Administrative Completeness Review

An administratively complete request includes:

- Board Minutes
  - Comply with Open Meeting Law (if applicable)
  - Board aligns with what is currently on file with ASBCS
- Current, valid Fingerprint Clearance Card (Adding only)
- Completed and signed Background Information Sheet (Adding only)
- Verification of Coursework/Degree (Adding only)
  - Copy of Transcripts;
  - Report from National Student Clearinghouse; or
  - Transcript Submission Form
- Notarized Affidavit, Disclosure and Consent for Background and Credit Check (Adding only)
- Current Résumé (Adding only)
- Declaration of Payment, Benefit, or Consideration (Adding only)

## 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
Background and Credit Check (Adding only)	<input type="checkbox"/> No discrepancies in an individual's background or credit check