

# School Governing Body Notification Request

## Purpose

The *School Governing Body Notification Request* is used to make changes to members of the school governing body. If the Charter Holder and school governing body are the same, this form should not be used. Please use the Charter Holder Governance Notification Request Form.

## Determining Eligibility

Any Charter Holder is eligible to submit a *School Governing Body 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

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 Governing Body</b>	Select the school in which the changes should be made.
<b>For the School: Selected School*</b>	Confirm that the governing board members for the selected school are current.
<b>New Governing Body*</b> (Add or Removing Governing Body Members)	<p>Click the drop down menu under "Type" and select the type of Governing Body Member.</p> <p><b>Name/Number:</b> Type in the new member's name. If the name of the governing body member or members is not known, use the Name/Number box to indicate the number of each type of governing body member (e.g. two parent members). Then click on "Add Member". Repeat this process for each individual being added.</p> <p>Under the "Removing Governing Body Members" heading, click on the "Choose a Member" drop down menu. Select the Governing Body Member you wish to remove and then click on "Remove Member". Repeat this process for each individual being removed.</p>

## Attachments

For further information regarding specific documentation requirements, see page 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 named individual. For further information regarding this attachment, see page 9 of The Guide.

**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
- Declaration of Payment, Benefit, or Consideration

**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"> <li><input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.</li> </ul>