

School Governing Body Amendment Request

Purpose

The *School Governing Body Amendment Request* should be completed if there is a change to the members of the school governing body. This form should only be used if the charter holder and school governing body are NOT the same. If the Charter Holder and school governing body are the same, a Charter Holder Governance Amendment Request Form must be submitted.

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 *School Governing Body 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.

Form Fields

Field	Instructions
Current Governing Body	Select the school in which the changes should be made.
For the School: (All Schools of the Charter Holder or Select Specific School)	Confirm that the governing board members for the selected school are current.
New Governing Body* (Add or Removing Governing Body Members)	Click the drop down menu under "Type" and select the type of Governing Body Member. Name/Number: 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.

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New Governing Body*

Add Governing Body Members

Type:

School Staff

Name/Number:

2

Add Member

Enter the type and name of each governing body member. If you don't know the names of your governing body members, use the name field to indicate the number of each type of member.

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.

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:

- 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.
- 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) 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.
Compliance Check	<input type="checkbox"/> Charter holder is in compliance per the Board's policy.