

School Name Change Notification Request

Purpose

The *School Name Change Notification Request* is used to change the name of one of the Charter Holder's charter schools.

Determining Eligibility

Any charter holder is eligible to submit a *School Name Change Notification Request*.

Board Consideration

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

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
Select School*	Select the school in which the changes should be made.
School's New Name*	Type in the new name of the school.

Attachments

For further information regarding specific documentation requirements, see pages 6–15 of The Guide and the substantive completeness requirements found on pages 2 of these instructions.

Board Minutes*

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

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

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.

Charter Holder Governance Notification Request

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.