

School Name Change Amendment Request

Purpose

The *School Name Change Amendment Request* should be completed if the charter holder needs to change the name of one of its charter schools.

*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 Name Change Amendment Request*.

Board Consideration

A substantively complete 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 *The Guide (Attachment Guidelines)* and the administrative and substantive completeness requirements following this section.

Board Minutes or Board Resolutions*

Administrative Completeness Review

An administratively complete request includes:

- 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 is signed by all current board members 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.
Compliance Check	<ul style="list-style-type: none"> <input type="checkbox"/> Charter holder is in compliance per the Board's policy.