

STATE OF HAWAII
STATE PUBLIC CHARTER SCHOOL COMMISSION
http://CharterCommission.Hawaii.gov
1111 Bishop Street, Suite 516, Honolulu, Hawaii 96813
Tel: 586-3775 Fax: 586-3776

CHARTER CONTRACT AMENDMENT FORM

This form is only for charter contract amendments to the Educational Program (Exhibit A) and School-Specific Measures (Exhibit B.3). See form instructions before continuing. Attach additional sheets if the form does not provide enough space.

1. School Name: _____
 2. Contact Person: _____
 3. Phone: _____ Email: _____
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SECTION A. Identify the material term within the Educational Program or School-Specific Measures that the charter school is seeking to amend **(required for all amendments)**.

SECTION B. Describe the proposed amendment to the material term and provide reasonable justification for the change **(required for all amendments)**.

SECTION C. Effective Date **(required for all amendments)**: _____

If Effective Date requested is before Commission approval, please provide explanation of why retroactive effective date is needed: _____

- Educational Program amendments proceed to next section.
 - School-Specific Measure amendments skip to Section G
 - Name changes skip to Section H
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SECTION D. Explain any **significant** impacts of the proposed amendment and how the charter school plans to address any potential negative impacts on the following **(for educational program amendments only)**:

D.1. Educational Program Design (see instructions for elements of program design)

D.2. Operations Plan and Capacity (see instructions for elements of plan and capacity)

D.3. Financial Plan and Capacity (see instructions for elements of plan and capacity)

- **If the amendment changes the school’s facility and/or location proceed to Sections E and H.**
- **If the amendment changes the school’s Educational Service Provider skip to Section F.**
- **If the amendment changes the grades served skip to Section H**

SECTION E. Only for School Facilities amendments.

E.1. A Certificate of Occupancy for the new facilities:

- Is attached Will be submitted later (estimated date: _____)

E.2. A lease, deed, or other documentation showing the school possesses the right to occupy the new premises:

- Is attached Will be submitted later (estimated date: _____)

E.3. Documentation showing the new facilities meet applicable health, safety, fire, building, and zoning code requirements:

- Is attached Will be submitted later (estimated date: _____)

E.4. Documentation showing the new facilities are of sufficient size to safely house anticipated enrollment:

- Is attached Will be submitted later (estimated date: _____)

● **If the amendment changes the school's facility and/or location proceed to Section H.**

SECTION F. Only for Educational Service Provider (ESP) amendments.

F.1. Confirm that each item below is attached (check each box to confirm)

- The final agreement to be entered into with an ESP **(required)**
 A letter of assurance stating that the ESP agreement was reviewed and approved by the charter school's deputy attorney general and that all provisions of the ESP agreement meet the ESP requirements set forth in the charter contract **(required)**

F.2. Describe how the ESP agreement meets the ESP requirements in the charter contract (Exhibit C). Include citations to specific sections in the ESP agreement.

SECTION G. Only for School-Specific Measure amendments.

G.1. Provide the language for any proposed new or amended School-Specific Measure, or identify the School-Specific Measure to remove.

G.2. Explain how the addition, removal, or amending of a School-Specific Measure provides a more accurate measurement of the charter school's performance.

G.3. Explain how the new or amended School-Specific Measure is outcome-based.

G.4. Explain the means of collecting data and report the new or amended School-Specific Measure.

G.5. Explain how the charter school will verify the accuracy of the measured outcome.

G.6. Check the box to confirm that a sample report of the new or amended School-Specific Measure is attached to this form **(required)**

SECTION H. Identify any potential data reporting issues, based on the charter school's discussion with the Department of Education Data Governance Office, and how such issues will be addressed.