

Amendment Check List

Please review carefully and ensure that all items have been completed before submitting documentation to Epicenter. If you have questions, please reach out to Ashley Baquero at Ashley.baquero@dpi.nc.gov or 919-807-3979.

Please **DO NOT** submit this document with your amendment tasks in Epicenter. This is simply a tool to help you prepare documentation. Feel free to print out and make notes as you work through the amendment items.

Please check each item below:	Complete?	Notes
<p>Does your cover letter have both the Board Chair and School Leader signatures? Electronic signatures are acceptable, but a typed signature is not. The only exception is for RTO schools that may not have a School Leader hired yet. In this case, a Board Chair signature will suffice.</p>		
<p>Did your cover letter include ALL of the following:</p> <ul style="list-style-type: none"> • An introductory paragraph that includes school name, LEA number (if assigned), county, years operating, grades served, etc. The point is to inform the CSAB/SBE of your school's basic information. • Clearly state the request and a reason for the request. More detail the better. • If your amendment will impact the budget, you need to explain how this has been accounted for (see item below). More positions added? More funding for instructional materials? School lunch or transportation needs? Etc. • If this is an enrollment/grade level request, the cover letter needs to include TWO enrollment charts – one titled “currently approved enrollment” and another titled “proposed enrollment.” 		
<p>Have you submitted an updated budget and explained any budgetary changes in your cover letter? This is required for any amendment that impacts your school budget (e.g. any changes to</p>		



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<p>enrollment, facility, vendor/EMO, staffing/curriculum, lunch program, etc.)</p> <p>It is usually much easier to simply submit an updated budget rather than to strike-through old budgets in the original charter application.</p>		
<p>If this is a weighted lottery request, please confirm you have included all necessary items in the cover letter (see weighted lottery guidance document) and the policy has been pre-approved by OCS Consultant Ashley Baquero (contact information above).</p>		
<p>Do the board meeting minutes clearly demonstrate a vote and approval to request an amendment (for whatever you are seeking to change)? You may submit draft minutes. You do not need to submit the minutes showing approval of the minutes submitted – just the minutes showing approval of the amendment request.</p>		