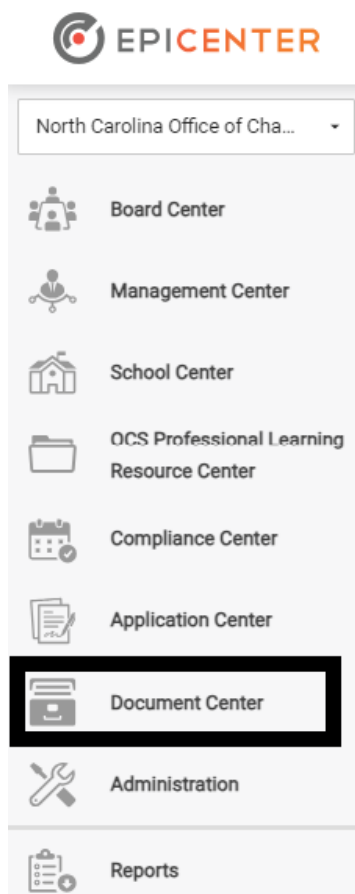


Epicenter Steps for Charter Application Amendment Request

Below you will find the instructions for submitting a charter application amendment request via epicenter. If you have any questions, or if this is a Curriculum Change or Weighted Lottery request, please email the Office of Charter Schools Consultant assigned to the amendment workflow as listed on our website for further instructions. <https://www.dpi.nc.gov/students-families/alternative-choices/charter-schools/office-charter-schools-directory>.

- 1) From the Side Navbar select Document Center



- 2) In the upper right corner select the Submission Upload icon,
- 3) In the "Entity Type" field select School



- 4) In the "Submission Type" field start typing "Charter Application Amendment Request" and select when it appears
- 5) In the "Entities" field select your School
- 6) Read the Instructions and fill in appropriate fields that apply to your request, the fields with * are required.
- 7) Select the "I certify that this requirement has been completed" checkbox
- 8) Select the "Submit" button

The amendment request is now complete. The Office of Charter Schools will assign the applicable amendment task in epicenter with instructions for submission. Please allow 3 business days for the task to appear in your queue.