

**School Amendment Forms****Submittal: 28 days prior****Requires both GC chair and PEC chair signature**

- a1 Name Change/Mission Statement
- a2 Educational Program
- a3 Grade Level Change
- a4 Enrollment Cap
- a5 School Specific Goal Amendment Form
- a6 Non-profit Foundation or Partner Change
- a7 Additional Square footage

**Notification****Submittal: 14 days prior****Identify the number of submittals in the last 12 months**

- b1 Head Administrator
- b2 Business Manager
- b3 Procurement Officer
- b4 Governing Board Member
- b5 Foundation Membership
- b6 Governing Body By-laws change
- b7 Pre-K Early Childhood Program
- b8 Lease terms/ Facility Ownership Amendment
- b9 School relocation

