



**NOTIFICATION OF INTENT TO MODIFY THE CHARTER CONTRACT**

The following provision is found in Section III. B. Modification of the Charter School Contract:

*This Contract represents the entire agreement between the parties. The Contractor may request modifications to the Contract reduced to writing.*

*If, in the judgment of Contracted School Services, the proposed modification made by either the Charter School or the Board is not a significant change to the Contract, Contracted School Services is authorized to act on behalf of the Board. If, however, Contracted School Services, determines that the proposed modification is a significant change to this Contract, then any such proposed modification shall be presented to the Board for action.*

*In the event Charter School and the Board are unable to come to an agreement with respect to the modification of the Contract provisions, the Board has the authority to declare this Contract terminated in accordance with the provisions of paragraph III.C.6.*

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If a contract modification is requested, please provide written notification to Contracted School Services by completing the template below. (Examples of modifications include the intent to change any of the following: school leader, transportation policy, nutrition policy, educational program, instructional focus, method of instruction, contracted enrollment and grade levels served.)

DATE: \_\_\_\_\_  
TO: Bridget Schock, Director, Contracted School Services  
FROM: \_\_\_\_\_, Charter School Leader  
RE: Proposed Contract Modification

The \_\_\_\_\_ Charter School proposes the following modification(s) to the charter school contract:

- 1) Specify the request.
- 2) Give clear and concise rationale, including the level of involvement with the school’s governing body and alignment to the school’s educational plan.
- 3) Provide the fiscal impact of the request.
- 4) Provide an implementation plan, including the process of notifying parents.
- 5) Provide an assessment plan, the process the school will use for evaluating the effectiveness of the action being recommended.

Signature \_\_\_\_\_  
Charter School Leader