



# AMENDMENT REQUEST GUIDE

1. Fill in your school's name.
2. Select the date you would like for the amendment to take effect (the requested effective date must be after the amendment request is heard at a Charter Institute at Erskine Board Meeting).
3. Select the topic that relates to your amendment request. You may select multiple topics if have more than one request.
4. All selections require submission of a copy of the school board resolution supporting the request. Depending on your selections, the following additional documents may be required:
  - a. Articles of Incorporation
  - b. Bylaws
  - c. Enrollment Projections Table
  - d. Enrollment Process
  - e. Management Organization Proposed Contract
  - f. Management Organization Separation Agreement
  - g. Management Organization Redlined Contract
  - h. Student Code of Conduct/Handbook
  - i. Updated Budget

*You must attach all requested documents before submitting the request.*

5. Enter the board chair's name, phone, and email address.
6. Select the form submission date.
7. Select Submit Form.

The Institute staff will reach out to you regarding the status of amendment request and the potential board meeting date. If any additional information is required, we may request to schedule a Zoom meeting at the school board's earliest convenience.