

Office of School Choice

# Charter Contact Change Form

Bulletin 126, §3101 (H) The charter operator shall notify the Department of Education should the charter operator’s chief executive officer or president of the charter school’s governing board change. **Such notification shall be made within two business days of the official board action taken on this matter.**

**School Name:** \_\_\_\_\_

Leadership Change			
Charter Board Chair		Charter Chief Executive	
Is the change denoted above an interim appointment?		Yes	No
Name:			
Email:			
Phone Number:			
Address: (required for board chairs)			

\* Unofficial board meeting minutes or actions are submitted along with this form. Send official board meeting minutes when they are approved.

## Charter Contact Sheet Changes

Board member	School leader	Sped Coordinator	CFO	Other
Name:				
Email:				
Phone:				
Address: (required for board member)				