

Office of School Choice

# Charter Leadership Change Form

Pursuant to 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. Subsequent board member nominations or replacements shall also be required to undergo the required criminal background check upon appointment per Bulletin 126, §503 (A)(3)(b).

**Such notification shall be made within two business days of the official board action taken on this matter.**

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

Leadership Change	
<input type="checkbox"/> Charter Board Member	<input type="checkbox"/> Charter Chief Executive Officer
Is the change denoted above an interim appointment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the change denoted above a replacement to another member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, who is being replaced?	
New Leader Name:	
New Leader Email:	
Phone Number:	
Address: (required for board chairs)	

\*Unofficial board meeting minutes or actions should be 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)	