

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.

Name of School: _____

Charter Board Member or Charter Chief Executive Officer (circle one)

Is the change denoted above an interim appointment? _____

Is the change denoted above a replacement to another member? _____

If so, who is being replaced? _____

New Leader Name: _____

New Leader Email: _____

Phone Number: _____

Address: (required for board members) _____

Charter Contact Sheet Changes

Select one:

- ☐ Board member
- ☐ Board Chair/President
- ☐ School leader
- ☐ Sped Coordinator
- ☐ CFO
- ☐ Other

New Leader Name: _____

New Leader Email: _____

New Leader Phone: _____

Address (required for board member): _____

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