



MATERIAL MODIFICATION APPLICATION

Instructions: This application must be submitted to formally request a material revision or modification to an existing charter school agreement. Please complete this cover sheet and include it with your completed MMA packet. **Submit both documents to statecharters@isbe.net by October 15 of the year prior to the school year in which the revision or modification is expected to go into effect.**

All applications must be signed by the school principal and board president. ISBE reserves the right to request additional information as needed.

Name of Charter School	
School Address	
MMA Primary Contact Person	
Position of Contact Person	
Contact Person's Phone and Email Address	
Type of Material Modification (Check all that apply.)	<div><input type="checkbox"/> Significant changes to the academic program or curricular focus</div> <div><input type="checkbox"/> Transfer of charter to a different entity</div> <div><input type="checkbox"/> Bifurcation, addition, or relocation of school facility/campus</div> <div><input type="checkbox"/> Enrollment increase beyond the enrollment maximum</div> <div><input type="checkbox"/> Change to school calendar to accommodate a year-round educational model</div> <div><input type="checkbox"/> Change in grade level(s) to be served</div> <div><input type="checkbox"/> Length of school day or academic year</div> <div><input type="checkbox"/> Partnership, employment, or termination of an Education/Charter Management Organization</div> <div><input type="checkbox"/> Altering the mission of the charter</div> <div><input type="checkbox"/> Altering the targeted student population</div> <div><input type="checkbox"/> Any change to the charter agreement with respect to the National School Lunch Program (7 CFR 210 (2012))</div> <div><input type="checkbox"/> Any change to the charter agreement with respect to the provision of student transportation</div> <div><input type="checkbox"/> Other (specify: _____)</div> <p>Note: This list is not meant to be exhaustive. Schools must contact ISBE regarding any proposed changes to the charter agreement to determine if they qualify as material and to enable ISBE to evaluate compliance with the charter agreement and applicable laws.</p>
Name of School Director/Principal	
Signature of School Director/Principal	

Name of Board Chair/President	
Signature of Board Chair/President	

NARRATIVE QUESTIONS

Please respond to each of the questions below in the text box provided. If a question does not apply to your MMA, write “not applicable” and briefly explain why. If responses are longer than the text boxes provided, please attach a separate narrative document.

1. **BRIEF STATEMENT OF REQUEST** -- State the requested modification(s) to the current charter agreement. Describe the challenges and risks associated with the proposed material modification as well as how the school plans to navigate those challenges and risks.

2. **RATIONALE** -- Describe the reasons, facts, and/or other evidentiary support giving rise to the request(s) to modify the existing charter agreement. Detail how school stakeholders were involved in the decision-making process.

For Facility Bifurcations or Relocations: Describe in detail the *need* for the facility modification (e.g., current facility no longer safe for students, building at capacity and/or seeking larger facility to house the entire student body).

3. **TIMELINE** -- Provide a detailed scope and timeline for implementing the proposed modification and explain any urgency for this modification request. Include plans in the scope and timeline to inform parents, students, and staff.

4. **ACADEMIC PERFORMANCE** -- Provide evidence that the school's academic performance to date supports the modification request. Describe the grades that will be impacted by the proposed modification.

5. **PARENTAL/COMMUNITY SUPPORT AND COMMUNICATION** -- Provide evidence of student/parent demand and/or letters of intent from parents and community members (including parents, students, teachers, civic leaders) in support of this request. Evidence must include details regarding information disseminated to affected communities, including parents, teachers, students, community residents, etc.; a copy of meeting notices; a copy of the meeting agenda; a copy of sign-in sheets; and meeting minutes. Detail any known or anticipated opposition as well.

Explain modification(s) that directly affect classroom size, student/teacher ratio, or services provided to students (e.g., tutoring or extracurricular programs) and provide evidence that parents have been notified of these specific impacts. Include evidence of past communications on the proposed change.

For Expansions: Describe how the school will adjust recruitment efforts to meet the proposed enrollment capacity and/or enroll students for the new grade level(s).

For Elimination of Grades: Describe in detail the school's plans (including a timeline, tasks, deliverables, and responsible parties) for supporting any displaced students in their transition to a new school.

For Facility Bifurcations, Additions, or Relocations: Provide evidence of direct communication of the planned modification to current parents, students, staff, and the current local community, and of their support. Provide additional evidence of community outreach/engagement **in the targeted community**, including at minimum, notification of the proposed modification/move, active engagement through public meetings, evidence of support from community members, and evidence of active engagement/dialogue and support from local political leaders.

Additionally, describe the anticipated transportation plan that will be executed to support the modification. This should include impacts to students (e.g., impact to commute times, changes to bus route, etc.).



6. **FACILITIES, if applicable** -- Describe the school's current facility capacity, including total number of full-size classrooms, modular/portable classroom units, and other programmatic spaces, and any physical improvements the school will make to accommodate the modification request. Provide assurances that the current building meets city and state code requirements, including zoning. Include an Inspecting Architect Report.

For Facility Bifurcations or Relocations: Provide the address and general description of the proposed property expansion or relocation site, including current owner and current/previous uses. Indicate the proposed facility's capacity, including the total number of full-size classrooms, modular/portable classroom units, and other programmatic spaces. Explain the implications if the proposed location directly affects classroom size, student/teacher ratio, or the support services provided to students, and present evidence that parents have been notified of these specific impacts.

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7. **BUDGET** -- Provide a school budget for the current fiscal year and the fiscal year(s) when modification is anticipated. Also include a projected budget for any capital or site-specific improvements that will be made to the current or proposed school facility. Include a Source of Funds Report. Provide a brief narrative explaining how the proposed change(s) will impact revenue or costs through the completion of the current charter term.

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8. **ORGANIZATION, if applicable** -- Indicate how the school will modify its staffing model, organizational structure, and current staff roles and responsibilities in response to the proposed modification.

For Expansions: Specify if any additional teachers/support personnel will be hired to support these changes.

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9. **RECRUITMENT, if applicable** -- Describe how the school will adjust recruitment efforts to meet the proposed new enrollment maximums, enroll students for the proposed new grade level(s), and/or satisfy enrollment goals for the proposed expansion/relocation site. Provide evidence of interest and support for the proposed expansion/relocation site and/or new grade level, such as:

- Student waitlist information.
- Letters of intent to enroll from parents/guardians of potential age-eligible new students.
- Letters from community partners and organizations supporting expansion/relocation.
- Other documents or data that support the need for an increase to the enrollment maximum.
- If applicable, planned recruitment efforts for students from the community surrounding the new expansion/relocation site.

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10. CHANGES IN RELATIONSHIPS WITH AN EDUCATION MANAGEMENT OR CHARTER MANAGEMENT ORGANIZATION OR EDUCATION SERVICE PROVIDER, if applicable --

Describe the criteria and process for selecting the proposed Education Management Organization (EMO) or Charter Management Organization (CMO), specifically what due diligence (academic, financial, organizational, and legal) was conducted on the EMO/CMO.

Describe how the services that the EMO/CMO is proposing to provide further the mission, vision, and goals of the school.

Attach a draft EMO/CMO contract that clearly articulates the following terms:

- The relationship, roles, and responsibilities of the school's board, the EMO/CMO, school administration, and the state.
- The services to be provided by the EMO/CMO.
- Compensation to be paid for those services.
- Financial controls and oversight.
- Methods of contract oversight and enforcement.
- Conditions for contract renewal or termination.

A large empty rectangular box with a thin black border, intended for the attachment of a draft EMO/CMO contract. It occupies the lower half of the page.

11. TRANSFER OF CHARTER TO A DIFFERENT ENTITY, if applicable -- Provide the following information about the nonprofit 501(c)(3) entity to which you are proposing to transfer the charter:

- a. Name of 501(c)(3) organization.
- b. Mission of 501(c)(3) organization.
- c. Name, brief biography, and affiliations of all board members of the 501(c)(3) organization.
- d. Description of nonprofit entity's services (if an existing 501(c)(3)).

Describe the transition plan to transfer the charter to the proposed new board. If transferring the charter to an existing nonprofit entity that does not currently oversee charter schools, describe the qualifications of the board members to provide financial, operational, academic, and legal oversight of a public charter school. In addition, include information on the new board's capacity and training as it relates to school operations as required in the Illinois Charter Schools Law.