

Requirements for Contract Modifications

If you need to change your community school name, address, grades, assignment of contract, etc., below is a list of rationales that would require a modification to a community school's original contract and the necessary documents to process the requested modification. **Note:** all documents are to be submitted to your assigned consultant or sponsor. A list can be found in the Community School Directory section.

A Governing Authority Resolution is needed for all contract modification requests.

Change of Name

- Sponsor approval i.e., email, letter, etc.
- Copy of School's Governing Authority Resolution approving name change
- [W-9](#) with new name - **sponsor submits** to [Shared Services](#) and sends copy to OCS
- Letter on letterhead with explanation of name change - **sponsor submits** to [Shared Services](#) and sends copy to OCS
- Copy of Secretary of State's Certification (form 1702) or Articles of Incorporation with name change
- [Supplier Information Form](#) - **sponsor submits** to [Shared Services](#) and sends copy to OCS

Adding an Annex

- Copy of a signed and dated school Governing Authority Resolution or Board Minutes verifying the change of location
- Copy of a signed and dated communication on the sponsor's letterhead or Sponsor Resolution or Board Minutes indicating agreement with the change
- Sponsor Assurances for the new facility (at least ten business days prior to the school's opening; if the facility change coincides with a new school year; or prior to instructing students in the new facility; if the change happens after the school has begun)
- Update OEDS

Change of Location

- Copy of School's Governing Authority Resolution verifying the change of location including the new address
- Sponsor Assurances for the new facility (at least ten business days prior to the school's opening, if the facility change coincides with a new school year, or prior to instructing students in the new facility if the change happens after the school year has begun)
- [Supplier Information Form](#) - **sponsor submits** to [Shared Services](#) and sends copy to OCS
- Authorization Agreement for [Direct Deposit of EFT](#) - **sponsor submits** to [Shared Services](#) if banking information has changed
- Letter of explanation on letterhead for change of address - **sponsor submits** to [Shared Services](#) and sends copy to OCS

Academic Calendar/Hours

- Copy of the School's Governing Authority Resolution verifying calendar/hours change
- Revised Education Plan - Calendar/Schedule/Hours Section
- Revised Financial Plan and Financial Summary Plan (FSP), if the change impacts funding
- Updated SOES Profile

Adding Grade(s)

- Copy of School's Governing Authority Resolution
- Revised Education Plan, Curriculum, Instructional Delivery, Characteristic of Students Section, Projected Student Enrollment Chart
- Pupil performance and exit goals
- Updated state mandated tests (e.g., proficiency, achievement, OGT)
- Revised Financial Plan and Financial Summary Plan (FSP)
- Accountability Plan

Enrollment Area

- Copy of School's Governing Authority Resolution
- Revised Educational Plan-Attendance Area Section
- Revised Financial Plan if enrollment increased as a result of the change in enrollment area
- Revised Governance Plan-Admission Standards, including Lottery Language for admission

Governing Authority - Composition Change

- Copy of School's Governing Authority Resolution to revise Governance Plan
- Names of added or deleted members, if applicable