

**DELAWARE DEPARTMENT OF EDUCATION**  
**MINOR MODIFICATION APPLICATION TO**  
**MODIFY AN APPROVED CHARTER 2023-2024**

DE Department of Education  
Charter School Office  
401 Federal Street, Suite 2  
Dover, DE 19901  
Phone: (302) 735-4020  
Fax: (302) 739-4483

# DELAWARE DEPARTMENT OF EDUCATION

## MINOR MODIFICATION APPLICATION TO MODIFY AN APPROVED CHARTER

### 2023-2024

**Part I: General Information**  
**(All applicants must complete this sections)**

**Submitted by:**

**Subject:** Charter Modification Request for (Mark all that apply)

<b>Minor Modification</b>	
<b>Applicants should only complete Part I and provide additional required documentations as attachments</b>	
	Enrollment change (increase or decrease) between 5 and 15%
	Change agreement with EMO/CMO
	Start date (one-time) delay
	Name of charter school
	Existing or planned school facilities or structures (including any plan to use temporary or modular structures)
	Change in terms to current site facility arrangement (i.e. lease to purchase)
	Educator Evaluation Process
	A change to the current authorized number of hours, either daily or annually, devoted to actual school sessions.
	Other

**Modification Effective date:**

**SCHOOL BACKGROUND**

*Please address the following questions in their entirety. This information provides helpful background for The Charter School Accountability Committee (CSAC).*

Provide the following information about your LEA by Campus

a. Campus name and location:

b. School's mission statement:

c. Year Opened:

d. Grade levels served:

e. Date the Charter will be eligible for possible renewal:

Please select the performance indicators that best describe your school's current performance: (Mark all that apply)

- Currently rated "Meets or Exceeds" on the Academic Performance Framework.
- Currently rated "Meets or Exceeds" on the Financial Performance Framework
- Currently rated "Meets or Exceeds" on the Organizational Performance Framework
- School is not under corrective action or other conditions.
- School has currently met enrollment projections.
- School has been in operation for 3+ years.

## **PROPOSAL**

1. What modification does the school's Board of Directors want to make to the term(s) of the charter? Identify the page number(s) on which the term(s) is/are stated in the currently approved charter. If the term(s) of the charter the school wants to modify is/are conditions placed on the charter by the Secretary of Education and members of the State Board of Education, state the condition(s) and the date(s) on which the condition(s) was/were placed on the school's charter.

2. How does the modification align to the school's current mission and vision?

3. The authorizer will review your most recent Performance Review Reports as part of your application. Discuss the school's academic performance, compliance with the terms of its charter, and financial viability as measured by the Performance Framework.

4. Describe the rationale for the request(s). Discuss any relevant research base or evidence that supports this type of request. *(Attachments may be provided)*

5. Describe how the proposed modification will impact the operation of the school. Include how student achievement, staffing, facilities, and financial viability of the school may be impacted in the current school year and for the remainder of the school’s charter term.

6. How has the school informed its external and internal stakeholders of the proposed amendment(s). Please attach any written communication (i.e. meeting minutes). Describe notable support or opposition to the proposed modification. If concerns have been brought to your attention, how do you plan to address them?

7. Indicate the projected impact, if any, of the proposed modification on the school’s present financial position, and its financial position going forward. If the modification promises to create financial challenges, indicate how those will be remedied.

8. When did your school's board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.

## PROJECTED ENROLLMENT

Provide a five-year enrollment chart by grade level, in the prescribed format below. Ensure that the chart allows for the natural progression of students from year-to-year.

Projected Enrollment						
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
K						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						
<b>Total</b>						

## BUDGET AND REVENUE PROJECTS

- Modification Application Budget Projection Sheets: [Excel](#)
- Modification Revenue Estimates: [Excel](#)