

What is an expansion amendment request?

There are five types of expansion amendments that charter operators can request the Texas Education Agency to approve;

- ☐ maximum enrollment changes
- ☐ new grade levels for the charter
- ☐ additional geographic boundaries
- ☐ new campus requests
- ☐ new site requests

Who can file an expansion amendment request?

There are eligibility requirements for expansion amendments that vary depending on the type of expansion desired. Use the checklist below to determine if your charter school qualifies for its desired expansion amendment. If your charter school does not currently qualify, a waiver will be required for an expansion amendment to be considered.

Eligibility Requirements for ALL Expansions

- The charter operator must be in its fourth full school year at the time the amendment would become effective.
- At least 90 percent of the charter operator's campuses were rated academically acceptable in the last school year.
- The charter received a satisfactory rating on the most recent Charter FIRST ratings.
- The charter school is accredited.
- The charter school has received a Tier 1 or Tier 2 rating on the Charter School Performance Framework.

Grade Level Expansions	Maximum Enrollment Increases	New Geographic Boundaries	New Campus Expansions	New Site Expansions
<ul style="list-style-type: none"> • If the charter school desires to add PreK, the charter school will be required to adhere to 19 TAC 102.1003. 	<ul style="list-style-type: none"> • There must be at least a year between enrollment increases per 19 TAC 100.1033 (b)(10)(A). 	<ul style="list-style-type: none"> • The charter school must have notified the relevant districts per 19 TAC 100.1033 (b)(10)(C). 	<ul style="list-style-type: none"> • The charter school must have notified relevant districts per 19 TAC 100.1033(b)(10)(D)(iii) • The charter school must have operated one campus in Texas for a minimum of three consecutive years per 19TAC 100.33(b)(10)(D)(i). • At least 50% of the charter holder's students are currently assessed per 19TAC 100.1033(b)(10)(D)(ii). 	<ul style="list-style-type: none"> • The charter school must have notified relevant districts per 19 TAC 100.1033(b)(10)(D)(iii) • The associated campus has at least 50% of students in tested grades per 19TAC 100.33(b)(10)(E)(i). • The site must be within 25 miles of the associated campus per 19TAC 100.33(b)(10)(E)(ii).

When can you complete this request?

- Expansion amendments can be requested during the timeline per 19 TAC 100.33(b)(9)(A)(ii), from January 1st through March 1st each year.
- A waiver must be submitted prior to requesting an expansion outside of this timeline.

What will you need to submit?

Request Form	<ul style="list-style-type: none">• A completed and signed Expansion Amendment Request Form is required for all expansion amendments.
Attachment A	<ul style="list-style-type: none">• Attachment A is required for all expansion amendments.• The board resolution should be presented and approved in a duly-called board meeting and signed by a quorum of board members.• The resolution should specifically state the desired expansion amendment.• For example, a request for new grade levels should state the desired grade levels.
Attachment B	<ul style="list-style-type: none">• Attachment B is required for all expansions.• Attachment B is the agenda and minutes from the board meeting in which the board resolution was prepared.
Attachment C	<ul style="list-style-type: none">• Attachment C is only required for new campus or site expansion requests.• Attachment C should include both the spreadsheet and the letter and form sent to districts.
Attachment D	<ul style="list-style-type: none">• Attachment D is only required for grade level expansion requests.• Attachment D is the scope and sequence for the intended new grade levels.
Attachment E	<ul style="list-style-type: none">• Attachment E is only required for new geographic boundary expansion requests.• Attachment E should include the spreadsheet and the letter sent to the districts.
Attachment F	<ul style="list-style-type: none">• Attachment F is required for all expansion amendments.• Documentation identifying a board member's substantial interest, abstentions from voting in cases of potential conflicts of interest, existence of any potential nepotistic relationships, and/or board members or employees removed from service due to criminal history checks OR• A signed statement attesting that within the last three (3) years there have been no instances of nepotism, conflicts of interest, or revelations in criminal history checks that deemed any board members or employee ineligible to serve.• Attachment F should include the Business Plan found here.

How are forms submitted for expansions?

Forms should be submitted through the [online submission form](#).

Who should I contact with additional questions?

Charters can reach out to their individually assigned coordinators listed [here](#) or send an email to charteramendments@tea.texas.gov.