



Book Exhibits
Section 6000 INSTRUCTION
Title Intent to Amend Charter School Application
Code E 6187e
Status

Application to Amend a Public School Charter
Kenai Peninsula Borough School District

Please complete all of the information required on this form. All intent forms for amending a charter school must be received by August 1 of the Amendment year. For further details see the following documents:

- A. KPBSD Board Policy and Administrative Regulations on charter schools.
- B. State of Alaska DEED charter school web site and amendment application.
- C. Charter school guidelines and amendment procedures.

School Name: _____
School Address: _____
City, State, Zip Code: _____

School Contact Information:
Name: _____
Title: _____
Telephone: _____
Email Address: _____

Date of APC Approval of Amendment Application: _____

Amendment Submission Date: _____

Charter School Contract Amendment Process

For reference, see the following regulation:

4 AAC 33.113. Amendment of Charter; AS 14.07.060

A charter school may apply to the local school board for an amendment to its charter during the term of its contract. If the amendment is approved by the board, an amended contract must be executed and submitted to the Alaska Department of Education & Early Development (DEED).

Programmatic changes that do **not** require an amendment may be approved at the district level, except those involving the **addition of an elementary or secondary program**, which require approval by both the local and State Board of Education and Early Development.

1. Application for Amendment

- Submit a formal request to the Kenai Peninsula Borough School District Board of Education (BOE).
- Include a detailed description of the proposed changes and how they align with the original purpose of the charter.

2. Required Supporting Documents

Submit the following documentation for DEED review:

- **Evidence of Local School Board Approval**
- **Amended Contract:** This contract must reflect all approved changes and revised terms.
- **Bylaws (if applicable):** Provide an updated version or a signed assurance that existing bylaws remain unchanged.
- **Evidence of Academic Policy Committee (APC) Involvement:**
Per AS 14.03.250(b), the APC must include parents of enrolled students, teachers, and school employees. Documentation must reflect the APC's role in the amendment process.

3. Submission to DEED

- Once approved by the local school board, the **District is responsible for forwarding** the amended charter and contract to the Alaska Department of Education & Early Development.
- District-approved changes that **do not require a formal charter amendment** generally do not require DEED review, unless they involve adding an elementary or secondary program.

By submitting this application, the undersigned affirms that the APC has reviewed and approved the request for charter amendment and that all necessary documentation will be provided in accordance with district and state requirements.

NOTE: Upon receipt of the application for amendment form the Kenai Peninsula Borough School District administration will arrange for a meeting during which the content of this amendment will be discussed.

Charter School Authorized Representative Signature Date

KPBSD Representative Signature Date

Return this Application for Amendment to:
Superintendent of Schools
Kenai Peninsula Borough School District
148 N. Binkley Street
Soldotna, AK 99669

 [Exhibit 6187e Intent To Amend Charter School Application.pdf \(50 KB\)](#)