



# Nevada State Public Charter School Authority

## Request for Amendment to Charter Contract Application and Guidance

For charter schools seeking to make changes for which a Request for Amendment is required, contact SPCSA staff regarding the amendment application and other required documentation.

Danny Peltier, 775-687-9178, [dpeltier@spsca.nv.gov](mailto:dpeltier@spsca.nv.gov)  
Katie Broughton, 775-399-3397, [kbroughton@spsca.nv.gov](mailto:kbroughton@spsca.nv.gov)

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## Amendment Process Overview and Timeline

ACTIVITY	RESPONSIBLE PARTY	TIME FRAME
Notice of Intent to submit Request for Amendment	Charter School	Spring Cycle: Due No Later than March 1 Fall Cycle: Due No Later than September 1
Request for Amendment (RFA)	Charter School	Spring Cycle: Due Between April 1 – 15 Fall Cycle: Due Between October 1 – 15
Tentative Board Meetings for Possible Action	SPCSA Staff and Authority Board	Spring Cycle: June Fall Cycle: December or January

\* For charter schools submitting outside of the amendment cycle, the charter school will be required to submit a Good Cause Exemption Request that is approved by the charter school’s board, along with the amendment application. Amendments may be submitted anytime throughout the school year if the Authority Board grants the good cause exemption request.

# Introduction

## Eligibility

To be eligible for consideration of a contract amendment, a school must submit a complete and accurate Request for Amendment following the requirements, directions, and deadlines stated herein. For SPCSA staff to recommend the approval of a Request for Amendment, the school should be in good standing in all three domains of the Authority's academic<sup>1</sup>, financial, and organizational performance frameworks, and it must not be considered a low-performing school or otherwise ineligible according to any definition set forth in law or regulation.

For charter schools seeking to expand (i.e., adding a new campus, increasing grade levels, or raising their enrollment cap), strong applications typically include multiple years of meeting or exceeding state standards as defined by the Nevada Department of Education (NDE). Please note that charter school expansion requests must be submitted at least nine months before the proposed implementation date.

Ineligible schools may include, but are not limited to, schools that operate an elementary, middle, or high school with a 1- or 2- star Nevada School Performance Framework (NSPF) rating and/or receive a Does Not Meet Standard or Below Standard rating on the SPCSA Academic Performance Framework; schools that operate an elementary, middle, or high school program that is a priority or focus school; schools that operate high schools with graduation rates below 60%; schools with compliance issues, including participation warnings or penalties on the NSPF; and schools with financial or organizational framework deficiencies. A school that does not have at least one independent financial audit and one year of academic performance data is ineligible to apply for an expansion amendment.<sup>2</sup>

## Types of Amendment

Requests for contract amendments that must be approved by the SPCSA board generally fall into one of the following categories, as outlined in [NRS 388A](#) and [NAC 388A](#).

- Enrollment adjustment:
  - Expand enrollment in existing grade levels
  - Expand enrollment in new grade levels
  - Reduce enrollment in existing grade levels
  - Eliminate a grade level or other educational service
- Add/adjust educational program components:
  - Distance education
  - Dual credit
- Management Organizations:
  - Entering into a new contract
  - Terminating the current contract
- Facilities:
  - Acquire/construct a new facility

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<sup>1</sup> A charter school that is rated in the lowest 5% of public schools, receives a 1- or 2-star rating, or has a graduation rate of less than 67% is eligible to apply for certain amendments identified in [NRS 388A.367](#).

<sup>2</sup> Except if the Authority approved the school as an EMO replication of a high performing charter school in another state, or the operator applied as a CMO applicant and has replicated a high performing charter school model from another state.

- Occupy a new or additional facility
- Occupy a temporary facility
- Consolidate existing locations
- Closure of a campus within a charter network
- Other:
  - Change the mission statement, vision, or goals
  - Change the name of the school
  - Change conditions in the original or most recent contract
  - Transportation

If a charter school’s governing body seeks to amend its contract in a manner not explicitly listed above, it must submit a written request to the sponsor for a determination of whether the proposed change constitutes a material or nonmaterial amendment.

## Requirements When Submitting a Request for Amendment

### Notice of Intent

Any school interested in an amendment to its current charter contract must submit a Notice of Intent as part of the Fall or Spring Cycle. If the amendment is submitted outside of those cycles, it must include a Good Cause Exemption Request.

### Application Submission Requirements

- Amendment requests must be developed using the templates provided.
- Completeness Check: Amendment requests will be vetted for completeness, including the submission of required attachments and confirmation of eligibility for the request.

## Evaluation Process

### Evaluators

Requests for charter contract amendments are evaluated by SPCSA staff.

### Evaluation Areas

Evaluators will only recommend approval of a requested amendment if the school:

- Meets the eligibility requirements listed above.
- Meets the requirements of the completeness check.
- Provides a plan to implement the proposed changes to the school that is both comprehensive and feasible.
- Clearly demonstrates the financial feasibility of the proposed amendment.
- Presents a sufficiently detailed timeline for the implementation of the proposed changes.

# Application for Amendment

## Application Coversheet

Name of Charter School		
<b>Application Contact Information</b>		
Full Name		
Role at School		
Phone		
Email		
<b>Amendment Sought (<i>select all that apply</i>)</b>		
Enrollment adjustment		
<input type="radio"/> Expand enrollment in existing grade levels		<input type="checkbox"/>
<input type="radio"/> Expand enrollment in new grade levels		<input type="checkbox"/>
<input type="radio"/> Reduce enrollment in existing grade levels		<input type="checkbox"/>
<input type="radio"/> Eliminate a grade level or other educational service		<input type="checkbox"/>
Add/adjust educational program components		
<input type="radio"/> Distance education		<input type="checkbox"/>
<input type="radio"/> Dual credit		<input type="checkbox"/>
Management Organizations		
<input type="radio"/> Entering into a new contract		<input type="checkbox"/>
<input type="radio"/> Terminating the current contract		<input type="checkbox"/>
Facilities		
<input type="radio"/> Acquire/construct a new facility		<input type="checkbox"/>
<input type="radio"/> Occupy a new or additional facility		<input type="checkbox"/>
<input type="radio"/> Occupy a temporary facility		<input type="checkbox"/>
<input type="radio"/> Consolidate existing locations		<input type="checkbox"/>
<input type="radio"/> Closure of a campus within a charter network		<input type="checkbox"/>
Other		
<input type="radio"/> Change the mission statement, vision, or goals		<input type="checkbox"/>
<input type="radio"/> Change the name of the school		<input type="checkbox"/>
<input type="radio"/> Change conditions in the original or most recent contract		<input type="checkbox"/>
<input type="radio"/> Transportation		<input type="checkbox"/>
<b>Acknowledgement</b>		
<input type="checkbox"/>	The board of the charter school has approved this request. Attach the agenda and minutes from the applicable board meeting.	
<b>Authorization</b>		
School Leader Name		
Signature		
Board Chair Name		
Signature		

## Executive Summary

This section must be completed by all applicants, regardless of the type of amendment requested. All attachments in this section are required.

### Eligibility

1. Statement of Eligibility. Please include the past three years of academic (by campus, if applicable), financial, and organizational ratings, which demonstrate eligibility.  
OR
2. If the school does NOT meet the eligibility criteria, please provide a detailed explanation justifying the request and include any supporting evidence that demonstrates the school's readiness or compelling need for the proposed amendment.

### Amendment Synopsis

1. Statement of Need. Clearly explain the circumstances prompting this amendment request. Include relevant data, facts, or events that support the need for the proposed change.
2. Statement of Request. List and describe each specific amendment the school is seeking and outline how the proposed changes modify the current charter contract.
3. Rationale. Explain how the proposed amendment(s) directly address the identified needs or issues described in the Statement of Need. Support your explanation with evidence or anticipated benefits to students, staff, or the school community.
4. Timeline. Provide a detailed timeline for planning and implementing the proposed changes. You may include the timeline as a written narrative or attach a separate document (e.g., project plan, milestone chart, or Gantt chart).

### School Community

1. Stakeholder Notice. Identify the stakeholder groups (i.e., students, families, staff, partner organizations, etc.) impacted by the proposed amendment(s).
2. Summarize the history of communications with these stakeholders regarding the proposed amendment(s).
3. Stakeholder Impact. Explain how each stakeholder group is expected to be affected by the proposed amendment(s).

### Financial Impact

*If the proposed amendment(s) will not impact the school's financials, please state "No anticipated financial impact" and proceed to the next section.*

1. Describe the anticipated financial impact of the proposed amendment(s).
  - a. What are the anticipated costs associated with the proposed amendment(s)?
  - b. What is the school's plan to fund these costs (e.g., grant funding, budget reallocation, increased revenue)?
  - c. How will the proposed amendment(s) impact the school's current and projected budget projections?
2. Attach the school's board-approved budget for the current school year, including a cash flow statement.
3. Attach the school's projected budget for the school years in which the proposed amendment(s) will be implemented.

## Enrollment

Complete only the current enrollment table if the proposed amendment does not contemplate a change in the school's or campus' current enrollment cap.

### Current Enrollment Cap

- a. Please complete the following table to show the school's current enrollment cap. Add rows for applicable grades. Add columns for the applicable charter term.

Grade Level	Number of Students				
School Year					
K...					
12					
Total					

### Proposed Enrollment Cap

- b. Please complete the following table to show the planned changes to the school's enrollment cap. Add rows for applicable grades. Add columns for the applicable charter term.

*If the proposed amendment(s) will not change the school's current enrollment cap, please state "No change to enrollment cap" and leave this table blank.*

Grade Level	Number of Students				
School Year					
K...					
12					
Total					

## Facilities

1. Describe the current school facility, including:
  - a. The number of students and staff the facility can accommodate.
  - b. Whether the proposed amendment will impact the school's facility needs (e.g., expansion, relocation, renovation). If yes, explain the nature and scope of the impact.
2. Explain how the current facility aligns, or does not align, with the school's academic, operational, and enrollment needs in terms of physical space. Include considerations such as classroom space, specialized instructional areas, outdoor areas, and accessibility.

## Additional Questions by Amendment Type

If the proposed amendment(s) do not apply to a particular section, please indicate “Not applicable” and proceed to the next section.

### Add new grade level offerings

1. Attach the curriculum and courses to be offered at the school for all additional grades included in the proposed amendment.
2. Please provide the following documents as attachments:
  - a. Daily and/or weekly instructional schedule for students in the newly proposed or expanded grade levels.
  - b. Daily and/or weekly schedule for teachers serving those grade levels.
3. Please complete the following table to outline the school’s planned assessment schedule for new or expanded grades. Be sure to include both formative and summative assessments. Add rows as needed.

Assessment Name	Formative/ Summative	Grades Tested	Testing Window

4. Please describe the required qualifications for teachers who will serve in each newly proposed or expanded grade band.

### Eliminate grade level(s) or other educational services

1. Provide a detailed explanation of the rationale for eliminating the specified instructional program, grade level, or educational service. Include relevant data, trends, or operational considerations (e.g., low enrollment, staffing challenges, strategic realignment) that support the decision.

### Acquire/construct a new facility; occupy a new or additional facility; or, occupy a temporary facility

1. Explain how the proposed facility will meet the school’s identified needs, including instructional space, enrollment growth, specialized programs, or operational requirements.
2. Describe the school’s capacity and experience in acquiring, developing, or renovating school facilities. Include any relevant examples of managing build-outs, tenant improvements, or construction timelines.
3. Identify the entity responsible for acquiring and maintaining the school facility. Describe the nature of that entity’s relationship with the school and any affiliated management organization. If the school’s management organization or affiliated entity, such as a foundation, will provide capital or financial support, please identify the extent of capital support the organization is prepared to offer the school.
4. List any individuals or organizations that may have a financial interest in the current or proposed facility. Describe the nature of each relationship, including potential conflicts of interest or ownership stakes with the current and/or proposed facility.

Please provide the following documents as attachments to support your proposed facility amendment. If any required document is not available at the time of submission, please note that after the corresponding requirement below, and include an anticipated date on which the document can be provided. If a document is not applicable, please note “N/A” with a brief explanation.

5. The physical address of the proposed facility and supporting documentation verifying the location, including the Assessor’s Parcel Number (APN) and a copy of the corresponding Assessor’s Parcel Map.
6. Attach a copy of the current deed on the property (if the school owns the facility) or the proposed lease or rental agreement, including any additional square footage to be leased.
7. Attach a copy of the proposed purchase and sale agreement or lease or rental agreement, if not included in Item 6.
8. Attach a copy of the proposed facility’s floor plan and all documentation required under [NAC 388A.315](#) (Request to occupy new or additional facility). Include a table or narrative describing the square footage of the proposed facility and an assurance that final versions of these documents will be submitted as required.
9. Include conditioned space square footage and total campus acreage.
10. Full contact information for the current property owner of the proposed facility and any proposed landlord.
11. Disclosure of any relationships between the current property owner or landlord and any school-affiliated individuals or entities, including, but not limited to, any relative of a board member or employee within the third degree of consanguinity or affinity; and any connection with an educational management organization, foundation, or other entity which does business with or is otherwise affiliated with the school.
12. Attach a copy of the Certificate of Occupancy.
13. Attach documentation demonstrating that the proposed facility complies with all applicable building, safety, health, sanitation, and fire prevention codes.
14. Attach the most recent project schedule showing milestone dates, such as Certificates of Occupancy and any other government permits, waivers, modifications, or variations which may be required, with anticipated completion dates.
15. If the school is managing the tenant improvements, provide documentation that the governing body has communicated with the Division of Industrial Relations of the Department of Business and Industry regarding compliance with the federal Occupational Safety and Health Act (OSHA) in compliance with [NAC 388A.315](#). If the landlord or owner is under contract to deliver the facilities ready for occupancy, then indicate “N/A.”
16. Attach a copy of the school’s traffic flow plan, including diagrams or exhibits illustrating the planned traffic flows during the arrival and dismissal times and the designated drop-off and pick-up areas.

### Add distance education program components

1. Describe your plans for obtaining the necessary approvals from the Nevada Department of Education (NDE) for the distance education program and associated courses. If any approvals have already been granted, attach the relevant documentation.

2. Describe the credit system the school will use for distance education courses, including how credit hours are awarded and tracked.
3. Explain how the school will monitor and verify student participation and course completion. Include strategies for tracking attendance and ensuring meaningful engagement in a virtual setting.
4. Explain how the school will ensure students complete and submit coursework and participate in all required assessments.
5. Explain how the school will conduct parent-teacher conferences in a virtual or blended setting, including the format, frequency, and expectations for participation.
6. Describe how the school will administer all mandated assessments, as well as any internal exams, in a secure and proctored environment.
7. Describe the academic and non-academic supports available to distance education students. Include how frequently students will interact with teachers and what supports are provided for social-emotional needs.
8. Describe how the school will ensure that students with disabilities, English learner students, gifted students, and homeless or migrant students receive appropriate services and accommodations in the distance learning environment.
9. Describe the criteria for student eligibility to enroll in the distance education program and describe the process for reviewing and accepting applicants.

## Management Organizations

*If the requested amendment(s) do not include a change to a management organization relationship, please indicate “Not applicable” and proceed to the next section.*

## Entering into a new contract

If your proposed amendment involves entering into a new agreement with a Charter Management Organization (CMO) or Educational Management Organization (EMO), please respond to the items below and provide all required attachments.

1. Complete all worksheets in the CMO/EMO Data Request template for each of the schools affiliated with the CMO/EMO. Complete the Summary and Contact Information worksheet in the CMO/EMO Data Request template for each of the schools affiliated with the CMO/EMO. Provide any explanatory or contextual information in the Info tabs of the CMO/EMO Data Request template. Submit the completed Data Request workbook as an attachment.
2. Describe the academic, organizational, and financial performance of each school affiliated with the CMO/EMO.
3. List any charter school contracts that have been terminated by either the CMO/EMO or the school’s governing board. Include the reasons for termination and indicate whether the cause was for a “material breach.”
4. List any revocations, non-renewals, conditional renewals, or voluntary withdrawals/non-openings of affiliated schools. Explain the circumstances and contributing factors.
5. Describe any formal authorizer interventions in the past three years due to performance deficiencies or compliance violations. Summarize how the issues were addressed or resolved.
6. Provide the CMO/EMO’s five-year growth plan for developing new schools within the local community, the state, or across the country, as applicable. Include the following information regardless of school location: proposed years of opening, number and types of schools (models

and grade levels served), any currently pending applications, all currently targeted markets and the criteria for selecting them, and projected enrollments.

7. Describe how the CMO/EMO supports affiliated schools in assessing readiness for expansion and provide evidence that the CMO/EMO has the organizational capacity and infrastructure to effectively support additional schools. If applicable, attach a copy of the organization's "greenlighting" tool or decision rubric.
8. Describe the specific resources the CMO/EMO will use to support new schools. Include specific timelines for deploying these resources to ensure high-quality implementation.
9. Attach organizational charts for the current network and the network with the proposed school. Charts should include all national operations and delineate the roles, reporting lines, and relationships among the governing board, staff, advisory bodies, and any external partners that will play a role in managing the schools. Indicate the CMO/EMO's role and how its personnel fit within the structure of the proposed school, including oversight by the governing board.
10. Identify key members of the CMO/EMO leadership team and describe their roles and responsibilities.
11. Explain how and why this CMO/EMO was selected to support the school.
12. Describe the relationship between the school's governing board and the CMO/EMO. Include the internal controls that will guide the relationship, and how the governing board will ensure fulfillment of performance expectations, and the board's plan to retain autonomy and oversight of school operations.
13. Describe the services the CMO/EMO will provide, including the associated costs and fees. Attach the proposed services agreement, and highlight any substantive revisions or changes from prior draft agreements, if applicable.
14. Describe how the governing board will evaluate the performance of the CMO/EMO. The evaluation plan should align with the contract's terms.
15. Disclose any existing or potential conflicts of interest between the school's governing board and the CMO/EMO, including, without limitation, past or current employment relationships, familial relationships within the third degree of consanguinity or affinity, or financial or contractual ties to any parent company, subsidiary, or related entity.
16. Provide documentation of the CMO/EMO's for-profit or non-profit status, and evidence that it is authorized to do business in Nevada.

### Terminating the current contract

1. Explain the board's rationale for terminating the existing contract with the CMO/EMO. Include relevant context, such as performance concerns, strategic realignment, or governance considerations. Attach the board agenda and meeting minutes where this matter was formally discussed and approved.
2. Attach a copy of the formal notice of termination issued to the CMO/EMO. This notice should reflect the terms required under the current agreement, including timelines, transition clauses, and any financial or legal provisions.
3. Attach a crosswalk identifying the current responsibilities held by the CMO/EMO and the individuals or positions within the school who will assume those responsibilities after the

termination. Clearly indicate the staff member or role accountable for each area of responsibility to ensure continuity of operations.

## Other Amendments

### 1. Mission, Vision, or Goals

If you are proposing changes to the school’s mission statement, vision, or goals, please complete the following table. Delete any rows that do not apply.

	<b>Current</b>	<b>Proposed</b>	<b>Rationale</b>
Mission			
Vision			
Goals			

### 2. Contract Conditions

If you are requesting a change to a specific condition in the original or most recent charter contract:

- a. State the contract language of the condition to be amended.
- b. Clearly explain the requested change to the condition.
- c. Provide the rationale for the change and attach up to four pages of supporting evidence, if necessary.

### 3. Transportation

- a. Describe the school’s current transportation plan, including services provided to students with IEPs/504 plans and any general education transportation offered.
- b. Detail the proposed changes to transportation services. Ensure that any financial implications of these changes are reflected in the Financial Impact section of the application.

## Additional amendment-specific questions

*Questions in this section pertain to any discussions between SPCSA staff and school representatives regarding the proposed amendment request. Questions may be added as applicable.*

## List of Attachments

*Provide a list of attachments included as part of the amendment application. List and label each required attachment.*