**CONTRACT AMENDMENT REQUEST QUESTIONNAIRE**

This completed document must be submitted via Epicenter in conjunction   
with the Contract Amendment Request Resolution.

**School Name:**

**Contact Name:**

**Contact Email:**

**Please address each of the following items. The information provides useful context to the Center as it reviews the request.**

1. Please provide a brief explanation/rationale for the proposed change including how feedback from internal and external stakeholders was obtained and used to support the decision to request the proposed change. Include information that demonstrates there is a need/demand for the proposed change.
2. Please explain how the proposed change supports/enhances the school’s mission.
3. Please explain how the proposed change supports the school’s progress toward the charter contract educational goal including information on how the proposed change aligns with the School Improvement Plan and/or the Board’s Academic Excellence Committee goals.
4. Please describe the fiscal impact anticipated by the proposed change including any anticipated expenditures and how they will be financed.
5. Please provide projected enrollment by grade level, and by site if applicable, for the upcoming school year. If this is an increase, highlight the anticipated increases and also respond to the questions on the following page related to enrollment increases.
6. Please describe any planning that is already underway in preparation for the proposed change.

**For GRADE LEVEL changes, please also respond to the following:**

1. Please describe the curriculum that will be implemented for the additional grade including any computer and software needs, infrastructure changes, and changes to the building configuration.
2. Is an increase in enrollment anticipated with the proposed grade level change? If so, please provide the anticipated overall enrollment by grade level, and by site if applicable, for the upcoming school year. If an enrollment increase is anticipated, please respond to the questions below related to enrollment increases.

**For FACILITY CHANGES, please also respond to the following:**

1. Provide a general scope of the project including, but not limited to - facility size, timelines, cost, source of funds to pay for the facility change.
2. How will unanticipated expenses be addressed?
3. Is an increase in enrollment anticipated with the proposed facility change? If so, please provide the anticipated overall enrollment by grade level, and by site if applicable, for the upcoming school year. If an enrollment increase is anticipated, please respond to the questions below related to enrollment increases.
4. What is the contingency plan in the event a Certificate of Use and Occupancy is not obtained timely?

**For ENROLLMENT INCREASES, please also respond to the following:**

1. Please describe how the facility will accommodate the increase in students for the upcoming school year (i.e., classroom configuration). Please provide a map of classroom usage for the upcoming school year. The map should indicate which grade or subject will be held in each classroom.
2. Demonstrate how the proposed increase in students can be accommodated in future years via student matriculation.