



Sponsor Site Information Change Form rev. 10/2016

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Today's Date:

LEA Name:	Site Name:	Site Code:
Contact Person:	Phone Number:	Email :

We are requesting/reporting the following change: Complete only the applicable section(s)

SPONSOR INFORMATION: Complete for changes to the LEA.

Sponsor Name Change – New Name:	Sponsor Physical Address Change – (city/State/Zip):	Sponsor Mailing Address Change :
Sponsor Administrator Name Change-:	Sponsor email Change –(sponsor@mail.org):	Sponsor Phone Number Change :

SITE INFORMATION: Complete for changes to the School.

Site Name Change – New Name:	Site Physical Address :New Address	Site Mailing Address Change – New Address:
Site Administrator Name Change-:	Site Administrators E-Mail Change :	Site Phone Number Change :
Other Changes not listed:	School Paired with (for schools not having testing grades): From school _____ / To school _____	
Regular Program(s) -List New programs by name: (ex. Community Eligibility):	Alternative Program(s): Identify Students Served: <input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Suspended <input type="checkbox"/> Expelled <input type="checkbox"/> Academically Behind <input type="checkbox"/> Adjudicated Youth	
Career Pathway - Check one and list the New Pathway(s) : <input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Replace	Industry Based Certifications - Check one and list the New Certification(s): <input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Replace	

GRADE STRUCTURE CHANGE INFORMATION: – New Grade Structure

From grades: (currently in Sponsor Site): ex. PK, K-8	To grades: (New grade structure): ex. PK, K-12
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Complete the section below when removing existing grades.

Students attending this school will be moved (Check one, if applicable) **To** the following schools:

Site Code:	School Name:	# of Students:	Grades:

Complete the section below when adding new grades.

Students attending this school will be moved (Check one, if applicable) **From** the following schools:

Site Code:	School Name:	# of Students:	Grades:

Please explain reason for change below (Also, complete with all grade structure changes) :

Comments:

Signature of Superintendent :	Print Name:	Date:
Sponsor Site Coordinator:	Print Name:	Date:

Note: The form must be typed and changes will not be made without proper signatures. Also, Charter grade changes should be within the contract.