



Admission Policy Amendment Form

The Commission must review and approve the admission policy processes for each Charter School based upon the provisions in its Charter Contract (Charter Contract 3.0 Sections 2.2, 7.3 and 7.4, and Charter Contract 4.0 Section 2.3 and Article IX) and against the statutory requirements of HRS§302D-34 Enrollment which prohibits discrimination or limits on enrollment of a student based on race, color, ethnicity, national origin, religion, gender, sexual orientation, income level, disability, level of proficiency in the English language, need for special education services, or academic or athletic ability.

A school must request to amend its admission policy if it is proposing an admission and/or enrollment procedural change to its current Commission approved admission policy. Please note that the admission policy must be approved by the Commission and takes effect for the application period for the following school year.

| | |
|--|--|
| School Name: | School Name |
| Submission Date: | Date |
| Contact Person (GB Chair or School Leader): | First Name, Last Name |
| Contact's Email Address: | Email Address |
| Contact's Phone Number: | Phone Number |
| Date/School year amendment will be effective: | Enter Date/School year amended policy will be effective, e.g. SY 2021-2022 |
| Date approved by School's Governing Board: | Enter Date proposed amendment approved by School's Governing Board |
| Names of Governing Board Members present at meeting: | Enter the first and last names of all Governing Board members present at the meeting |
| Governing Board Motion: | Enter the exact motion language |
| Governing Board Votes: | Enter the vote (aye, nay, or abstain) of each member |



Please fill out the information below, and attach supporting documents.

1. State changes to be made in amended policy:

| Current language | Amended language (Highlight changes) |
|--|--|
| Enter language of current admission policy | Enter exact language that will amend/replace current language |

2. Explain the school's rationale for amending its Admission Policy.
[Click here to enter text.](#)
3. Provide evidence of how the contract amendment would impact your school's ability to actualize your mission and vision.
[Click here to enter text](#)
4. Provide evidence of how you engaged your community (including students, family, staff, and other stakeholders) in this decision making process.
[Click here to enter text.](#)

In addition to this completed form, complete the following steps and attach supporting documentation:

- Governing Board agenda **and** approved minutes from the meeting in which the Governing Board voted to pursue the charter contract amendment. The Governing Board meeting approved minutes must:
 - Indicate that the request has been approved and be consistent with the form;
 - Indicate the date and votes of each governing board member; and
 - Be posted publicly to the school website (both agenda and minutes).
- Current Commission Approved Admission Policy
 - Current Commission Approved Admission Policy must be publicly posted on the schools website
- Proposed amended Admission Policy as approved by the school's Governing Board.