



SPCSC Request to Amend Charter Contract Form

School Name Change Amendment Form

Hawai'i Department of Education (HIDOE) requires the Commission to provide HIDOE with notification of School name changes no later than August 31 of the school year prior to the start of the school year when the change will be effective. Thus, school name change amendments must go through the amendment request process, obtain Commission approval, and become effective one year prior to the desired implementation date.

Current 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 the proposed new name of the school.
[Click here to enter text.](#)
2. Describe the school's rationale for the name change.
[Click here to enter text.](#)



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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).