

Charter School Action Form

Instructions: Authorizing local educational agencies (LEAs) are required to complete and submit the Charter School Action Form as follows:

- To request a charter school number for a new classroom-based (CB) charter school, **or**
- To inform that a currently-existing charter school has changed authorizing LEAs*, **or**
- To inform of a change to a nonclassroom-based charter school resource center.

*The completion and submission of the Charter School Action Form is the responsibility of the charter school's *new* authorizing LEA, not the charter school's previous authorizing LEA.

Questions regarding the completion of this form should be directed to the Charter Schools Division (CSD) by phone at 916-322-6029 or by email at charters@cde.ca.gov. Detailed instructions regarding the submission of this form can be found in the Charter School Action Form Instructions, which is available at <https://www.cde.ca.gov/sp/ch/chrterpkg.asp>.

Section 1. Charter School Information

Complete this section as it pertains to the charter school.

1. School Name:

2. Charter School Number (if applicable):

3. County-District-School Code (if applicable):

4. School Address:

5. School City:

6. School County:

7. School Zip Code:

8. Mailing Address:

9. Mailing City:

10. Mailing County:

11. Mailing Zip Code:

12. School Website:

13. School Administrator/Principal Name:

14. School Administrator/Principal Email:

15. School Administrator/Principal Phone:

Section 2. Authorizing Local Educational Agency Information

Complete this section as it pertains to the charter school's new authorizing LEA.

1. LEA Name:

2. County:

3. Superintendent Name:

4. Superintendent Email:

3b. Change Authorizing LEA by Existing Charter School [continued]

Check the box that most accurately describes the charter school's reason for changing authorizing LEAs:

- 4. The charter school was operating under the State Board of Education and was renewed by the governing board of the school district or county office of education in which the charter school is located, as defined by [EC Section 47605.9\(c\)](#).

3c. Petition Resource Center into Charter School

- A resource center has been operating outside of the boundaries of the authorizing LEA under a currently-approved charter school that is operating within the boundaries of its respective authorizing school district.

The resource center submitted a petition to the school district in which it is located to operate as its own charter school, as defined by [EC sections 47605.1\(c\)\(5\)\(A\)](#) and [47612.7\(b\)](#). The charter school under which it previously operated remains in the school district in which it is located.

Provide the following information of the charter school under which the resource center previously operated.

School Name:

County-District-School Code:

Charter School Number:

School District:

County:

Section 4. Certifications

Read, understand, sign, and date the applicable certification.

Authorizing Local Educational Agency Certification

By signing below, I hereby certify to the best of my knowledge and belief that that the information is correct and true. The authorizing LEA's governing board has reviewed and approved the charter petition pursuant to relevant *EC* sections and *California Code of Regulations*, Title 5 sections in their entirety.

1. New Authorizing LEA Superintendent Signature

2. Date

Charter School Administrator/Principal Certification

By signing below, I hereby certify to the best of my knowledge and belief that that the information is correct and true. The charter petition complies with all requirements pursuant to [EC sections 47605\(a\)\(5\)](#) and [47605.1](#).

1. Charter School Administrator/Principal Signature

2. Date