

Material Revision Application

(updated July 2026)

This application must be completed and included with *all* material revision requests. Charter schools requesting enrollment increases, grade level changes, and/or different/additional locations must also complete the appropriate supplemental form(s). All instructions and materials for submission of material revision requests can be found in the OCS Material Revision Handbook.

Overview

Name of School	
Current Grades Served	
Current Campus Address(es)	
Type of Material Revision Request <i>check all that apply</i> <i>*requires supplemental form</i>	☐ Educational program ☐ Governance or corporate structure ☐ Grade levels served* ☐ Change of location* ☐ Enrollment increase* ☐ Adding a facility* ☐ Admission requirements or procedures ☐ Other: _____
Proposed Effective Date of Material Revision	
Date of Charter Board Approval	

Questions and Additional Information

Provide a written narrative response to each of the questions below, and attach any additional documentation or evidence as necessary.

- 1. What is the rationale for your proposed material revision?**

- 2. Describe the community engagement that you have conducted with the impacted community of your proposed material revision. Please attach any relevant documentation or evidence as necessary.** For material revisions requests requiring completion of the Community Impact Questionnaire ("CIQ"), the CIQ may be referenced in-lieu of a response to this question.

- 3. Describe how the proposed change will impact the school's educational program, pupil assessment, governance, staffing, budget, and facilities. Describe any anticipated financial costs and the resources available to support implementation.**

- 4. Describe your school's capacity to successfully implement the proposed material revision.**

- 5. What is the school's contingency plan if the material revision is denied?**