

Process for Considering a Charter Petition Received for Material Revision

WHAT TO SUBMIT

The Santa Clara County Office of Education (SCCOE) receives and reviews petitions on behalf of the Santa Clara County Board of Education (County Board). The process to materially revise a charter is only considered if all of the following items are received (Ed. Code 47605, 47605.6, 47607):

1. Charter Petition**

A complete copy of the charter petition which has been updated to conform with any new laws enacted since the charter was last approved or modified through an approved material revision.

2. Signed Certification of Affirmations**

A signed certification to the SCCBOE stating that petitioner(s) will comply with all applicable laws.

3. Material Revision Information**

Explanation of the material revisions to the charter which are being requested.

4. Notice of Changes**

A description of changes to the petition and/or a red-lined version of the new revisions to the petition for revision.

5. Financial Documents**

Excel spreadsheet and LCFF calculator in electronic form showing calculations and formulas for budget and financial projections.

6. Additional Documents - Information in the additional documents will not be considered in the petition approval process.

- a. **Charter School Review Matrix**** – indicating the page number each item can be located within the petition (Required by SCCOE).
- b. **Signed Certification Page**** - indicating that the petitioner certifies the petition is complete, thereby starting the timeline for submission (Required by SCCOE).

**The above items constitute a “Complete Package;” receipt begins the timeline for County Board Action.

HOW TO SUBMIT COMPLETE PACKAGE

- In person (appointments recommended – for appointments call 408-453-3600)
- 1 Hard Copy (3-ring binder)
- 1 Electronic Copy (flash drive) including Excel spreadsheet and LCFF calculator for budget

WHAT TO EXPECT

Timeline containing the following information:

- Date of receipt
- Public Hearing Date – Held within 60 calendar days of receipt of complete package
- Decision Hearing Date – Held within 90 calendar days of receipt of complete package, publication of staff findings will be 15 days before decision hearing.