

Amendment Reminder

Your original charter application is binding. Any material change to the charter application must be approved in accordance with state law and applicable policy before implementation. Many amendments require approval from the Charter Schools Review Board (CSRB). If you are unsure as to whether a change requires an amendment, please contact the Office of Charter Schools (OCS).

Amendment requests requiring CSRB approval must be submitted to OCS at least one month before the scheduled CSRB meeting.

All charter amendments are processed in accordance with State Board of Education Policy CHTR-014, North Carolina Administrative Code 16 NCAC 06 G.0510, and 16 NCAC 06G .0511.

Amendments Requiring OCS Approval

Charter schools must receive OCS approval before implementing changes related to:

1. Bylaws;
2. School name;
3. Articles of Incorporation;
4. Class sizes as stated in the application;
5. Length of the school day and/or academic year;
6. Curriculum;
7. Student transportation plan;
8. Food service plan;
9. Delays due to legislative tolling, when allowed under specific circumstances; and
10. One-year delay requests and/or use of Year 2 enrollment as outlined in the approved charter.

OCS may refer any proposed amendment to the CSRB for review.

Amendments Requiring CSRB Approval

The following amendments must receive CSRB approval before implementation:

1. *Enrollment growth or grade expansion pursuant to N.C.G.S. §§ 115C-218.7 and 115C-218.8;
2. Relocation outside of a 10-mile radius or to a location outside the local school administrative unit specified and approved in the charter;
3. Transfer of the charter to another nonprofit entity;
4. Changes to the mission or targeted student population;



5. Employment or termination of a management company;
6. Changes related to participation in the National School Lunch Program;
7. Weighted lottery requests; and
8. Remote Charter Academy amendments.

*Please reach out to OCS for guidance.

Special Note: Relocations and Subcampuses

As a result of legislation enacted in July 2025, NC public charter schools are no longer required to seek amendment approval for relocations within a 10-mile radius, provided the new location remains within the local school administrative unit specified and approved in the charter.

However, OCS/DPI must be notified of any relocation or subcampus before student occupancy. An educational certificate of occupancy (ECO) is required before students occupy any relocated or subcampus facility, including temporary locations and buildings used for summer programming. Failure to provide an approved ECO may impact or potentially freeze state funding.

There are several areas of consideration boards must take into account when pursuing a subcampus. Regardless of whether the subcampus requires CSRB approval, we highly recommend boards meet with OCS staff to discuss implications. For example, subcampuses, as opposed to new schools, are not funded based on projections but on your charter school's PMR - you must be able to fund additional students based on last year's PMR. By meeting well in advance with OCS staff, we can help you troubleshoot and plan.

Schools should also plan for internet services, including E-rate services, which may take several months to establish. Regardless of provider, schools are responsible for ensuring secure, filtered, protected, and firewalled internet access.

Relocations exceeding 10 miles or located outside the previously approved local school administrative unit require CSRB review.

Questions and amendment requests should be submitted in writing to Julie Whetzel, OCS Consultant, at julie.whetzel@dpi.nc.gov