



Target Windows for Material Revision Submission 2023-2024

As of July 7, 2023

When a charter school wishes to request a change to its approved charter, the charter school should review the *LAUSD Policy and Procedures for Charter Schools* and assess whether the proposed change constitutes a material revision requiring LAUSD Board of Education approval. The charter school should also contact the Charter Schools Division (CSD) administrator assigned to the charter school. Implementation of a material revision without the prior approval of the LAUSD Board of Education is a material violation of the charter and may constitute grounds for revocation.

Once the charter school has submitted a complete request for a material revision application, CSD staff, in coordination with other appropriate LAUSD divisions, within seven (7) business days, will review the submitted application materials and determine whether such materials contain the information and/or documents necessary to begin processing. If the material revision application does not contain the minimum requirements for processing, CSD staff will communicate with the charter school noting the deficient areas for correction and the appropriate steps for resubmission.

This “Target Windows for Material Revision Submission” is a tool for the charter school to use in planning for their material revision submission. While there is no applicable statutory or regulatory timeline governing when the chartering authority (i.e., LAUSD Board of Education) must consider the request for a material revision, in accordance with the *LAUSD Policy and Procedures for Charter Schools*, CSD staff will present its recommendation to the LAUSD Board of Education for consideration within 120 days after processing has commenced. In the table below, the second column shows the dates currently made available by the LAUSD Board of Education for action on charter school petitions and related items. The first column provides the dates for submission that maximize the 120-day timeline for processing a material revision, including the 7-day review period, preceding each Board meeting date. Material revisions must be submitted during a Target Window that corresponds with a Board of Education meeting date in order to meet the 120-day deadline.

MATERIAL REVISION SUBMISSION TARGET WINDOW	BOARD MEETING DATES* FOR PUBLIC HEARING (IF APPLICABLE) AND BOARD ACTION ON MATERIAL REVISIONS
August 3-4, 2023	December 12, 2023
September 14-15, 2023	January 23, 2024
October 4-5, 2023	February 13, 2024
November 1-2, 2023	March 12, 2024
November 30-Dec 1, 2023	April 9, 2024
January 2, 2024**	May 7, 2024
January 25-26, 2024	June 4, 2024
February 8-9, 2024	June 18, 2024

***NOTE: All dates currently scheduled for Board action on charter school items are subject to change. Material revision items may be processed for an earlier Board meeting in which case the petitioner will be notified in advance.**

****Due to the District shut-down week in December, this Target Window has been adjusted to align with the District calendar.**