

How to establish, update, or close a site/ entity

Districts

Main Contact: Jeremy Betts
(Phone: 602-542-8243 or
Jeremy.Betts@azed.gov)

Adding / Closing a school

* LEA should submit a form “**Entity Profile Form**” with Superintendent or District Business Manager’s authorizing signature.

* Related website: https://www.azed.gov/schoolfinance/FAQs/CTDS_District/

Other Updates (Address, Phone, Fax, ADE Contact List...)

Address/ Name Changes/ Adding / Closing a school

* LEA should submit a form “**Site Notification Request**” and a copy of the governing board minutes from the school approving the notification. Send the original documents to Arizona State Board For Charter Schools.

* Related website: http://www.asbcs.state.az.us/amendment_forms.asp

Charters

Main Contact: Heather Kelly
(Phone: 602-364-3085 or
Heather.kelley@asbcs.az.gov)

Updating Contract Signers

* LEA should submit a form “**Notification Request**” and a copy of the governing board minutes from the school approving the notification. Send the original documents to Arizona State Board For Charter Schools.

* Related website: http://www.asbcs.state.az.us/amendment_forms.asp

Other Updates (Phone number, Fax number)

* Advise a **Charter representative** to email Heather Kelly at heather.kelley@asbcs.az.gov With LEA phone number or Fax number updates in Enterprise.