

A charter school with a current contract in place may submit a request for a change in sponsorship. In this case, the request must be submitted to the Commissioner of the Department of Education according to the criteria outline below.

- I. A letter from the current sponsor stating that they do not contest the move and that they have no outstanding issues with the school. Approved board minutes from the meeting during which the motion was approved. If there are outstanding issues with the charter school, the proposed sponsor must state how they will address and monitor the issues. Because there is currently a contract in force between the charter school and the sponsor it will be necessary to formally terminate the contract. The sponsor should include a copy of the termination agreement with the letter.
- II. An Affidavit of Intent to Sponsor the charter school from the proposed sponsor. If the proposed sponsor is a charitable organization then the following must also be submitted: a copy of the most recent year's audit showing a fund balance of \$2,000,000, proof of 501 (c) (3) status, and proof of membership to the Minnesota Council of Nonprofits or the Minnesota Council on Foundations.
- III. A letter from the charter school explaining the educational benefit of the change of sponsors. Board minutes approving the decision should be attached.
- IV. A draft copy of the contract between the proposed sponsor and the charter school.