

PCSC School Leadership Update Form

The information provided below is used to update contact information. If changes occur throughout the school year, please contact the PCSC office. Please return this form and the required attachments (below) by July 30th.

Submission Date:

School Name:

School Address:

School Phone:

CHARTER SCHOOL BOARD ([IDAPA 08.03.01.05](#))

Board Member Name	Office	Term (MM/YY - MM/YY)	Email	Phone

FACULTY AND STAFF

Administrator's Name(s):

Administrator Email(s):

Administrator Phone Number(s):

Business Manager's / Clerk's Name:

Business Manager's Email(s):

Business Manager's Phone Number(s):

Emergency Contact Name:

Emergency Contact Phone Number(s):

COMMENTS (optional)

Please describe any proposed charter/performance certificate amendments you anticipate submitting in the upcoming year:

Please add any additional information you would like to include:

REQUIRED ATTACHMENTS

- Please include a PDF of the **Charter Support Unit Calculation Template** (minimally, the "Inputs" tab) used to inform your board approved budget for the 2018-19 school year. This data is used to calculate your school's enrollment variance on your annual report.
- 2018-19 board approved budget.** You may submit either the budget as it appears in the board packet for the meeting at which it was approved, or the full budget prepared for the SDE/IFARMS submission. There is no need to specially format, please submit a copy of whichever document is most convenient for you.

*Please note - if your budget is amended by board vote at any time during the school year, it must be resubmitted.