

**MEMORANDUM**

TO: Superintendents, Title I Program Administrators
FROM: Office of School Accountability, Indiana Department of Education
SUBJECT: 2018-2019 Corporation/School Profile Amendment Submission Process
DATE: Monday, April 9, 2018

In order to ensure the Indiana Department of Education (IDOE) houses accurate information, all public school corporations, charters, and nonpublic state accredited schools must notify the Department when changes are made that affect school configuration/s prior to the beginning of the school year for which the changes will take effect. Possible changes that must be reported include:

- opening a new school;
- closing a school or consolidating schools;
- reconfiguring the grade levels of a school;
- changing the name of a school;
- redistributing students due to redistricting; and
- requesting new a school number for an existing school to reset the accountability baseline.

All school corporation amendments must be submitted to the Department by the superintendent or superintendent's designee through the following link: [Corporation Profile Amendment Form](#). Paper copies, emails, etc. will not be accepted. In addition to the amendment, school corporations and nonpublic state accredited schools must submit school board minutes indicating approval of the changes. Charter schools will have to submit verification from their charter authorizer that the change is approved and covered in their current charter. **The window to submit a school corporation amendment for the 2018-2019 school year is open from May 1, 2018 through September 1, 2018.**

For school corporations that have Title I served schools: please submit the school corporation amendment *before* submitting the corporation's Title I application. Changes in enrollment and poverty may affect the "method to qualify" and/or the ranking of the schools. As a reminder, **Title I applications are due on July 1, 2018.**

Please contact the Office of School Accountability at schoolaccountability@doe.in.gov with any questions.