



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, Principals, Title I Program Administrators

From: Office of School Accountability

Date: March 31, 2023

Subject: 2023-2024 Corporation/School Profile Amendment Submission Process

All public school corporations, charter schools, and state accredited non-public schools must notify the Indiana Department of Education (IDOE) 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, including virtual schools;
- closing a school or consolidating schools;
- reconfiguring the grade levels of a school;
- changing the name of a school; and
- redistributing students due to redistricting.

All corporation amendments must be submitted to IDOE by the superintendent or their designee through [this JotForm](#). No other form of submission (paper copies, emails, etc.) will be accepted. In addition to the amendment, school corporations and state accredited non-public schools must submit school board minutes indicating approval of the changes. Charter schools must submit verification from their charter authorizer that the change is approved and included in the current charter agreement.

**The window to submit a school corporation amendment for the 2023-2024 school year is open from Friday, March 31, through Thursday, August 31. Submissions outside this window will not be accepted.**

School corporations that have Title I-served schools should 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 Saturday, July 1.

The Office of Accountability has received multiple inquiries regarding the process for starting a standalone virtual school. The process to open a virtual school is identical to the process for opening a brick-and-mortar school. Submit a school opening request (along with supporting documentation) and indicate the school will be virtual on the [JotForm](#).

Please contact the [Office of School Accountability](#) with any questions.