



Riverside County Office of Education

Charter Schools Unit



2025-2026

Charter School

Material Revision

Guidebook

Revised 7.28.25

MATERIAL REVISION PROCESS

Welcome to the Charter School material revision guide for the 2025-2026 academic year. This guidebook was developed by the Riverside County Office of Education (RCOE) to support charter school administrators, educators, and stakeholders through the formal stages the petition revision process. This guide serves as an independent resource, developed in parallel with our 2025-2026 Renewal Guidebook to ensure alignment.

CONTEXT

Our aim is to enhance transparency in the legal and regulatory procedures governing material revisions to charter petitions. In general, a charter school is expected to operate in accordance with the petition as presented and approved by its authorizing board. While California Education Code articulates two specific conditions, the addition of grade levels or new school sites, that automatically qualify a petition revision as “material,” all other potential changes are left to the discretion of the authorizer and are therefore localized.

For a variety of reasons, a charter school may find that changes to its program, policies, or practices are necessary. Renewal is also a common point in the charter lifecycle when petitioners may seek to submit revisions alongside their renewal petition. In such cases, the process presents an opportunity for dialogue between charter school leaders and authorizers to discuss the nature and implications of changes to the established charter petition.

There are no predetermined formulas for assessing whether a revision is material. This underscores the importance of open, early communication between the charter school and the authorizer regarding the rationale driving any proposed changes.

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PRIOR TO SUBMISSION

DETERMINING A MATERIAL REVISION

If an approved charter school proposes to expand operations to additional sites or grade levels, the charter school is required to request a material revision to its charter. Additional features of a charter petition may be revised, however all revisions do not rise to the level of “material.” It is imperative for a charter school that wishes to revise its petition beyond expansion communicates early with RCOE Charter Schools Unit staff to begin the process of determining whether or not the proposed change(s) qualify as a material revision.

The Riverside County Office of Education will determine whether a proposed change constitutes a material revision to be approved by the Riverside County Board of Education (RCBE). RCOE staff will consult with the RCBE Charter Schools Subcommittee to determine specific circumstances, as it deems necessary.

CONSIDERATIONS PRIOR TO SUBMISSION

These norms and expectations are provided to encourage early coordination and ensure alignment before initiating the formal material revision process.

- Coordinate with ample time prior to expected implementation
- Provide both a hardcopy and digital file submission of the red-lined petition
 - Include a signed and dated certification of petition submission
 - All new text must be clearly shown in red font
 - Strikeout all text that will be removed and/or revised
 - Outline a detailed summary page to describe all proposed modifications
 - Provide supporting documentation for proposed change or expansion, as applicable
 - Submit evidence of 30 day notice to district, as applicable

MATERIAL REVISION REVIEW

RCOE's material revision review is governed by the same standards and criteria as an initial petition. As an established petition, revisions are not reviewed with the same breadth of consideration. Instead, the updated petition is reviewed for all elements directly or indirectly affected by the proposed changes. The review will assess whether the petition includes comprehensive descriptions of any new legal requirements for charter schools enacted since the charter's most recent approval.

A staff report will be prepared with relevant findings or recommendations to be presented to the RCBE to determine whether or not to grant the material revision and under what conditions. (See RCOE Material Revision Rubric)

I. IMPACTED ELEMENTS REVIEW

The submitted document will be reviewed to ensure that all elements impacted by the material revision have been sufficiently addressed.

Material Revision Petition Review

Consider whether there are any findings, specific to the proposed revision(s), for any of the following:

- The charter school presents an unsound educational program.
- The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
- The petition does not contain the number of signatures required (or other pre-approved evidence of support, as required).
- The petition does not contain an affirmation of each of the conditions described in subdivision (e).
- The petition does not contain reasonably comprehensive descriptions of all required elements.
- The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school.
- The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate.
- The school district is not positioned to absorb the fiscal impact of the proposed charter school.

II. NEW LEGAL REQUIREMENTS REVIEW

The submitted document will be reviewed to ensure that it meets legal requirements.

The review team will consider whether the petition has been revised to include the most recently enacted legal requirements since the charter's last approval.

III. FISCAL REVIEW

Reviewers will assess the fiscal impact of the proposed material revision on the charter school.

Material Revision Fiscal Review

- Consider the current fiscal health of the charter school.
- Consider the viability of the proposed fiscal plan to support the material revision(s).
- Consider whether there are any findings of fact, specific to the proposed revision(s), that the school is demonstrably unlikely to successfully implement the proposed program due to fiscal concerns.

Legal Index for Material Revisions

Legal Code	Title	Description
47605(a)(4)	Proposed Expansion	<p>A charter school may propose to expand operations to additional sites or grade levels.</p> <p>This can be done by requesting a material revision to the current charter petition under the following conditions:</p> <ul style="list-style-type: none"> • The school must notify the authorizer of the additional grade level(s) and/or location(s) • The authorizer must consider potential revisions at an open, public meeting • If approved, the revisions become part of the charter petition
47607(a)(3)	Standards and Criteria for Review	A material revision of a charter is governed by the standards and criteria described in Education Code Section 47605.
47607(a)(3)	Concurrent with Renewal	A proposed expansion at the time of renewal is considered concurrent (simultaneous, but separate) and requires a separate approval process.
47607(a)(3)	Community Interest and Fiscal Impact Denial Reasons	The findings of paragraphs (7) and (8) of 47605(c) may be used to deny a proposed expansion constituting a material revision.
47607(a)(3)	Community Interest and Fiscal Impact Denial Reasons (Renewal)	If the material revision is proposed concurrently with a renewal petition, the findings of paragraphs (7) and (8) of 47605(c) may be used to deny the proposed expansion; these are not allowable findings for the renewal petition.

Legal Code	Title	Description
47607(b)	New Legal Requirements	<p>A material revision of a charter is governed by the standards and criteria described in Education Code Section 47605.</p> <p>In addition, material revisions are required to be updated to include comprehensive descriptions for any new legal requirements enacted into law since the petition's most recent approval.</p> <p>The review of the material revision is not limited to new legal requirements.</p>
CCR Title 5 Section 11967.5.1(g)(1)-(4)	Reasonably Comprehensive	<p>For a descriptions to be considered "reasonably comprehensive," it must:</p> <ul style="list-style-type: none"> (1) Be substantive, not a list (2) Address all aspects of each element (3) Be specific to this charter (not generalized) (4) Describes how the school will: <ul style="list-style-type: none"> (A) Improve student learning (B) Increase learning opportunities for students (C) Provide expanded edducational opportunities (D) Hold itself accountable for measurable, performance-based pupil outcomes (E) Provide vigorous competition with other public school options
47607(b) Title 5 CCR 11966.4	Signature Requirement	<p>A material revision of a charter is governed by the standards and criteria described in Education Code Section 47605.</p> <p>Although Title 5 of the California Code of Regulations exempts the signature requirement in EDC Section 47605(a)(3) for Renewal Petitions, there is no exemption provided for Material Revisions.</p>