



# Charter School Closure Written Notification Form

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1. Name of the charter school/organization

2. Names and contact information for person(s) responsible for the charter school's dissolution process

3. Names of the members and officers of the charter school's governing body and person(s) in charge of communication among internal and external parties

4. Effective date of closure/campus consolidation

5. Facility location (if change is applicable)

6. Information describing the charter school's assets, including facility ownership, copies of leases, if any, and copies of any outstanding debt obligations including loans supported by OSSE's Office of Public Charter School Financing and Support (OPCSFS)

7. The location of and arrangements for student and personnel records

8. Details of Federal and Local Grants and Appropriations

9. Inventory of property purchased with federal or local funds

10. Confirmation that a closure plan has been submitted to the charter authorizer, and such articles of dissolution with the Mayor and notification to the Attorney General for the District of Columbia as required pursuant to D.C. Official Code §§ 29-412.01 and 29-412.02

