



Substantive Change Report

Instructions

(Please delete all instructions in red.)

1. SAES will send an individualized template for this report based on the circumstances for which you are reporting. Please contact jstark@swaes.org for a template.
2. Introductory paragraph describing the circumstances that lead to the change/issue and the initial plans for adjustment.
3. Paragraph discussing the timeline of dealing with the effects.
4. Discussion of how SAES might assist the school.
5. Closing paragraph with discovered challenges the school is facing and how the school plans to address them.
6. Attach copies of how the circumstance was communicated to the school's administration, faculty and staff, parents and school community.
7. Attach a current budget.
8. When the report is complete, scan and send as one PDF document to jstark@swaes.org and pblevins@swaes.org.