

# School Specific Change in Grades Served Amendment Request

## Purpose

The *School Specific Change in Grades Served Amendment Request* is used to increase or decrease the grades served at a particular school and provides the charter holder the opportunity to request an increase in the enrollment cap (if needed) in one submission.

A request including an increase in enrollment cap must be submitted timely so that it may be processed within the timeframe provided in Rule and implemented according to the ADE School Finance Policy SF-0001—Charter Enrollment Cap Amendments.

A change in grades served and/or an enrollment cap are not effective until approved by the Board.

*Before submitting this request, ensure the charter holder is in compliance per the Board's [policy](#). If a charter holder is not in compliance, the request may be deemed incomplete and the non-compliance may be recorded on the charter holder's operational dashboard.*

## Determining Eligibility

Any charter holder is eligible to submit a *School Specific Change in Grades Served Amendment Request*.

To determine whether your charter is eligible to increase the number of students served, a charter holder, its Associated Schools and Associated Charters (as applicable) must meet eligibility criteria based on its performance on the academic, financial, and operational dashboards. An eligible charter holder may submit a request to increase the enrollment cap for up to three fiscal years of projected student enrollment. The criteria are found in the "Eligibility Criteria" in [The Guide](#).

## Board Consideration

A substantively complete amendment request to **only** change the grades served at a particular school may be considered for approval by the Executive Director or may be placed on the agenda of a regular Board meeting.

A substantively complete amendment request that includes both a change in the grades served at a particular school and an increase in enrollment cap submitted by a charter holder that meets the eligibility criteria shall both be placed on the agenda of a regular Board meeting. The Board will take action to approve or deny both requests simultaneously. If you prefer each request to be considered separately, submit the enrollment cap request as a separate form.

If a charter holder is eligible to submit a request to increase the enrollment cap, it must maintain eligibility prior to Board consideration. For information on maintaining eligibility review the section on "Eligibility Criteria" in [The Guide](#). A finding that the charter holder is not in compliance in one or more operational areas may result in a delay in consideration of the request.

If the Board approves a request to increase enrollment cap of a charter contract and the *Occupancy Compliance Assurance and Understanding form* is submitted, the request to increase enrollment cap is approved with the condition that the charter holder agrees to provide a Certificate of Occupancy and Fire Marshal's reports approved for educational use, for the additional increase of students within the fiscal year requested. If the charter holder does not fulfill those requirements, the charter holder will have to resubmit an enrollment cap request to the Board for its approval.

## Staff Recommendation for an Enrollment Cap Increase

A *School Specific Change in Grades Served Amendment Request* that includes an increase in the enrollment cap will receive a staff recommendation for the expansion if the charter holder’s current data and performance demonstrates all of the following criteria:

Charter holder has been in operation for three years;
Rating of “Meets Operational Standard” in the most recent Fiscal Year;
Rating of “Meets Financial Performance Standard” in the most recent Fiscal Year;
Past enrollment trends indicate need for increase within three years;
ADM is within 85% of current enrollment cap; and
Each school operated by the charter holder performs at or above the average performance of a majority of schools within a five-mile radius of the school’s location; <b>OR</b> School(s) offers a unique program of instruction within a five-mile radius of the school’s location.

## Instructions for the Request

Work through the form, filling in all required fields and uploads (denoted by "\*"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

### Form Fields

Field	Instructions
<b>Select School*</b>	Select the school from the list of schools operated under the charter for which the request is being submitted. A separate request must be submitted for each school affected by a change in grades served.
<b>Current Grades Served</b>	Confirm that the current grades served accurately identifies the grade levels currently served at the school. If not, contact the Board office.
<b>New Grade Levels Served*</b>	Identify the grades to be served after approval of the request. This includes the current grades served, and the new grades that are requested.
<b>Effective Date*</b>	Enter the proposed first day of school for the new grades (this change cannot occur mid-year).
<b>Is an Enrollment Cap Increase being added to this request?</b>	Select a button. <input type="checkbox"/> No <input type="checkbox"/> Yes, an Enrollment Cap Increase is being requested.
<b>From:</b>	Confirm that the <i>From</i> field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
<b>To:</b>	Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.

## Attachments

For further information regarding specific documentation requirements, see [The Guide](#) (*Attachment Guidelines*) and the administrative and substantive completeness requirements following this section.

### Board Minutes or Board Resolutions\*

Board minutes or board resolutions approving or addressing the increase or decrease in the grades served at a particular school and increase in enrollment cap, if applicable.

### Narrative\* (Decrease Only)

Upload a narrative that responds to the following prompts:

- Describe the rationale for this request.
- Identify the number of students displaced by the decrease in grade levels.
- Describe the plan to communicate the decrease in grades to the school community.
- Describe the plan to provide displaced students assistance with the following:
  - Identifying other educational options; and
  - Enrolling in another school.

### Narrative\* (Increase Only)

Upload a narrative that responds to the following prompts:

- Describe the rationale for this request.
- Provide a detailed staffing plan consistent with each Staffing Chart submitted with this request. Describe how the (administrative, instructional, and non-instructional) staffing, enrollment, and target population needs will be addressed by the following processes:
  - Recruitment;
  - Hiring; and
  - Training.
- If changes to staffing are not needed, provide an explanation.
- Provide a justification for the enrollment targets identified in each Enrollment Matrix submitted. Include:
  - A plan for meeting each year's enrollment targets;
  - Necessary advertising and/or promotion (if applicable);
  - Number of returning students; and
  - Anticipated new student enrollment.
- Identify the concrete resources, if any, needed for implementation. Consider the changes needed to curriculum, assessment, and instruction to implement this request. Provide the rationale for your response. If the response indicates that resources are not needed to implement the request, explain why.

### Occupancy Documentation (Increase Only)

Occupancy documentation must be provided for both an increase in grade levels AND an increase in grade levels with an increase in the enrollment cap.

### Existing Facilities

For the existing facilities, clearly label and provide the following documents, **for all schools operated by the charter holder**, in the upload area:

- A current Certificate of Occupancy, approved for educational use, **and**
- A current Fire Marshal's Inspection Report, approved for educational use.
- If the Certificate of Occupancy and/or Fire Marshal's Inspection Report do not list the capacity load of the facility, provide additional documentation (e.g. floor plans with classroom square footage, architectural drawings clearly indicating internal building dimensions) to document capacity. Hand-drawn images will not be accepted.

### New Construction

For new construction, clearly label and provide the following documents in the upload area:

- A current Certificate of Occupancy, approved for educational use, **and**
- A current Fire Marshal's Inspection Report, approved for educational use.
- If a Certificate of Occupancy and Fire Marshal's Inspection Report are not available for the new construction at the time of submission, an *Occupancy Compliance Assurance and Understanding* form, signed by a charter representative, may be submitted in its place.
- If the Certificate of Occupancy and/or Fire Marshal's Inspection Report are not available **or** do not list the capacity load for the new construction, provide additional documentation (e.g. floor plans with classroom square footage, architectural drawings clearly indicating internal building dimensions) to document capacity. Hand-drawn images will not be accepted.
- An *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.

This area will only allow for the upload of one document, please upload the additional facility documentation (if applicable) in the "Additional Information" upload area.

### Additional Information (Increase Only)

Upload each of the following documents:

- Enrollment Matrix
  - Complete for the **school for which the request is being submitted**, detailing the current and targeted number of students served per grade for the subsequent three Fiscal Years.
  - (*Increase in enrollment cap*) Complete for **each school** operated by the charter, detailing the current and targeted number of students served per grade for the subsequent three Fiscal Years.
- Staffing Chart
  - Complete for the **school for which the request is being submitted**, identifying the current and anticipated staffing information for the subsequent three Fiscal Years.
  - (*Increase in enrollment cap*) Complete for **each school** operated by the charter, identifying the current and anticipated staffing information for the subsequent three Fiscal Years.

- *(Increase in enrollment cap)* Financial Documentation (Only for charter holders that **do not meet** the Board’s financial performance expectations)—as described in Appendix B of the [Financial Performance Framework Guidance \(FPFG\)](#)
  - Upload the financial performance response as described in Appendix C of the FPFG.
- *(Increase in enrollment cap)* Additional Facility Documentation (See above)

### Administrative Completeness Review

An administratively complete request includes the following (as applicable):

- Board Minutes
  - Approval for the increase or decrease in the grades served at a particular school and increase in the enrollment cap (if applicable) has been approved or addressed by the charter holder (approving board);
  - Approving board aligns with what is currently on file with ASBCS; and
  - Board minutes comply with Open Meeting Law (if applicable); or
  - Board resolution if the approving board is not subject to Open Meeting Law.
- Narrative, addressing all prompts.
- Occupancy Documentation for the existing school facilities and new construction if increasing grade levels and, if applicable, the enrollment cap:
  - Certificate of Occupancy, approved for educational use, **and**
  - Current Fire Marshal’s report, approved for educational use.
  - If a Certificate of Occupancy and Fire Marshal’s Inspection Report are not available for the new construction at the time of submission, an *Occupancy Compliance Assurance and Understanding* form, signed by a charter representative, may be submitted in its place.
  - If the Certificate of Occupancy and/or Fire Marshal’s Inspection Report do not list the capacity load, provide additional documentation. Hand-drawn images will not be accepted.
- Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.
- Completed Enrollment Matrix for the school for which the request is being submitted.
- Completed Enrollment Matrix for each school operated by the charter holder.
- Completed Staffing Chart for the school for which the request is being submitted.
- Completed Staffing Chart for each school operated by the charter holder.
- Financial Performance Response.
- All required forms are submitted on the approved ASBCS template.

### Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	<input type="checkbox"/> Board minutes that indicate that the request has been approved and is consistent with the submitted form.
Rationale (Narrative)	Description includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for the change in grade levels served at the school; and</li> <li><input type="checkbox"/> Rationale for increasing the enrollment cap (if applicable); and</li> <li><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
Number of Students	<input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grades.

(Narrative—Decrease Only)	
Communication Plan (Narrative—Decrease Only)	<p>Response describes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A plan to communicate the decrease in grades to the school community.</li> <li><input type="checkbox"/> How the charter holder will assist displaced students with: <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying other educational options; and</li> <li><input type="checkbox"/> Enrolling in another school.</li> </ul> </li> </ul>
Staffing Chart (Increase Only)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Staffing Chart for the school for which the request is being submitted, identifying the current and anticipated staffing information for the subsequent three Fiscal Years.</li> <li><input type="checkbox"/> (<i>Increase in enrollment cap</i>) Complete for <b>each school</b> operated by the charter, identifying the current and anticipated staffing information for the subsequent three Fiscal Years.</li> <li><input type="checkbox"/> Staffing Chart(s) includes a leadership section for the school for which the request is being submitted.</li> <li><input type="checkbox"/> Staffing Chart(s) is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
Staffing Plan (Narrative—Increase Only)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan describes the charter’s staffing, enrollment and target population needs.</li> <li><input type="checkbox"/> Plan addresses the processes for the needs identified in: <ul style="list-style-type: none"> <li><input type="checkbox"/> Recruitment;</li> <li><input type="checkbox"/> Hiring; and</li> <li><input type="checkbox"/> Training.</li> </ul> </li> <li><input type="checkbox"/> If changes to staffing are not needed, the plan provides an explanation.</li> <li><input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
Enrollment Matrix (Increase Only)	<ul style="list-style-type: none"> <li><input type="checkbox"/> A completed Enrollment Matrix for the current and subsequent three Fiscal Years for the school for which the request is being submitted, detailing the current and targeted number of students per grade level served.</li> <li><input type="checkbox"/> A completed Enrollment Matrix for the current and subsequent three Fiscal Years for each school operated by the charter holder (<i>increase in enrollment cap only</i>), detailing the current and targeted number of students per grade level served.</li> <li><input type="checkbox"/> The Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.</li> </ul>
Enrollment Justification (Narrative—Increase Only)	<p>A justification for the enrollment targets identified in each Enrollment Matrix includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A plan for meeting each year’s enrollment targets;</li> <li><input type="checkbox"/> Necessary advertising and/or promotion (if applicable);</li> <li><input type="checkbox"/> Number of returning students; and</li> <li><input type="checkbox"/> Anticipated new student enrollment.</li> </ul> <p><input type="checkbox"/> Enrollment Justification is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
Resources (Narrative - Increase Only)	<p>Concrete resources are identified for the following areas:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curriculum; and/or</li> <li><input type="checkbox"/> Assessment; and/or</li> <li><input type="checkbox"/> Instruction.</li> <li><input type="checkbox"/> Rationale includes why these resources are needed, or why additional resources</li> </ul>

	<p>are not needed to implement the request.</p> <p><input type="checkbox"/> Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p><b>Occupancy Documentation (for both an increase in grade levels AND an increase in grade levels with an increase in the enrollment cap)</b></p>	<p><input type="checkbox"/> Current Certificate of Occupancy and current Fire Marshal’s Inspection Report for existing facilities.</p> <p><input type="checkbox"/> If neither displays occupancy, additional documentation demonstrates capacity that is in alignment with the charter holder’s current and proposed enrollment cap (as applicable). Description includes how the space is sufficient for the number of students requested. Hand-drawn images will not be accepted.</p> <p><input type="checkbox"/> Additional documentation shows how the space is sufficient for the number of students requested.</p>
<p><b>Financial Documentation (Increase in Enrollment Cap)</b></p>	<p><input type="checkbox"/> Financial Performance Response that addresses each measure for the most recent audited fiscal year presented in the dashboard where the charter holder received a “Does Not Meet Standard”.</p>