



Amendment Revisions for
Public Comment
April 8, 2025

1st Opportunity for Public Comment – Amendment Revisions

Public Comment Sought on Drafted Changes to Amendment Request Requirements

Many of the changes proposed decrease the requirements for amendments by removing narrative prompts or decreasing documentation submissions. Overall, the proposed changes to the Board's Amendment Requests have been drafted to provide charter holders requirements and instructions that directly point them to the key information required to submit an amendment request that provides complete plans to make contractual changes.

In drafting changes, Board staff considered feedback from charter stakeholders, internal data regarding common reasons amendments are deemed incomplete, and questions Board members ask of Board staff and charter holders when considering amendments for approval.

Prior to the Board's consideration of these draft changes, Board staff is soliciting stakeholder feedback and public comment.

These materials include a tracked changes copy of the proposed change to each amendment so that the changes from the currently approved amendment instructions are fully transparent. A clean copy of the proposed changes to each amendment are also included. It should be noted that changes are still required for formatting consistency and better alignment to the look and feel of the new ASBCS Online.

The window for the first opportunity for public comment will be open April 8, 2025 – April 28, 2025.

All stakeholder feedback submitted by April 28, 2025 using [this Google Form](#) will be considered by the Board at a regular Board Meeting. Members of the public will have an additional opportunity to provide comments to the Board at the meeting.

The Board and Board staff would greatly appreciate your feedback. If you have any questions, please contact Rachel Hannah at Rachel.Hannah@asbcs.az.gov.

Amendments

1. Charter Holder Governance
2. Charter Mission
3. Enrollment Cap
4. Grade Level Change
5. Instructional Days
6. New School
7. School Governing Body
8. School Location
9. School Specific Change in Grades

For each amendment listed above, you will find a draft including tracked changes, and a clean copy with the changes accepted.

Charter Holder Governance Amendment Request

Purpose

The *Charter Holder Governance Amendment Request* should be completed if there is a change in officers, directors, members, or partners of the charter holder (also referred to as Charter Principals.)

This is the only form required if the members of the charter holder's corporate board (Charter Principals) and school governing body members are the same.

*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 *Charter Holder Governance Amendment Request*.

Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the agenda of a regular Board meeting. A charter may be brought before the Board for consideration if the request will constitute at least a cumulative 50% change in the charter principals in the past 12 months.

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 are not prepared to submit your form, so that you do not lose your data. See ASBCS website for [form templates](#).

If the charter principals and school governing body are the same, this is the appropriate form to submit. In this instance, do not submit a *School Governing Body Amendment Request*, as that request will be deemed administratively incomplete and closed.

Please be advised that if a charter holder's CEO, CFO, COO, etc. is listed on the Principal Information page of the charter holder's Arizona Corporation Commission Entity Details, that individual must also be listed in the contract as a Charter Principal.

Form Fields

Field	Instructions
Current Officers, Directors, Members, or Partners	Confirm that this field accurately identifies the current Officers, Directors, Members, or Partners.
New Officers, Directors, Members, or Partners (to add an individual)	<p>Click the blue “Add Officer, Director, Member, or Partner” link. When the window pops up, enter the last 4 digits of the new individual’s Social Security number and the individual’s date of birth. Then, click the “Add Officer, Director, Member, or Partner” button.</p> <p>The window will expand. When that happens, complete the following:</p> <p>First Name: Enter the new individual’s first name.</p> <p>Last Name: Enter the new individual’s last name.</p> <p>Email Address: Enter the new individual’s email address.</p> <p>Fingerprint Clearance Card: Click “Choose File” and upload a PDF of a copy of the front and back of the individual’s valid FCC issued by DPS.</p> <p>Affidavit: Click “Choose File” and upload a PDF of a completed, signed, and notarized Affidavit, Disclosure, and Consent for Background and Credit Check form. Include any required documentation as indicated on the form (as applicable).</p> <p>Résumé: Click “Choose File” and upload a PDF of the individual’s résumé.</p> <p>Repeat this process for each individual being added.</p>
Remove Officers, Directors, Members, or Partners (to remove an individual)	<p>From the “Choose a Member” drop down, select the member to be removed.</p> <p>Click the “Remove Member” button.</p>
Please select one of the following:*	<p>Select the button that accurately represents the configuration of the governing body.</p> <p><input type="checkbox"/> The officers, directors, members, or partners of the charter holder also serve as the school’s governing body.</p> <p><input type="checkbox"/> The officers, directors, members, or partners of the charter holder DO NOT serve as the school’s governing body.</p>

Charter Holder Governance Amendment Request

Please select one of the following:

For each individual being added, select the button that accurately represents the role of the charter principal.

☐ The individual is a voting member of the Charter Holder's corporate board.

☐ The individual is a non-voting member of the Charter Holder's corporate board.

☐ The individual is an officer of the corporation, and also votes on issues before the corporate board.

☐ The individual is an officer of the corporation, and is **not** a voting member.

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*

Declarations*

- A **separate**, PDF version of the Declaration of Payment, Benefit, or Consideration for **each** individual being added or removed (ASBCS form).
- A PDF version of the Declaration of Associated Charters (ASBCS form) for **each** individual being **added**.
- A complete PDF of the Declaration of Consistency (ASBCS form) listing all individuals being added or removed.

Administrative Completeness Review

An administratively complete request includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change in governance has been approved or addressed by the charter holder (approving board).
- ☐
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.
- ☐ Fingerprint Clearance Card for each individual being added.
- ☐ Résumé for each individual being added.
- ☐ Affidavit, Disclosure and Consent for Background and Credit Check form for each individual being added.
- ☐ Declaration of Payment, Benefit, or Consideration form for each individual being added or removed.
- ☐ Declaration of Associated Charters for each individual being added.
- ☐ Declaration of Consistency signed by the charter representative that lists each individual being added and/or removed.
- ☐ 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) is either deemed acceptable or not acceptable.

Review	Criteria
Form	<input type="checkbox"/> The form properly identifies all individuals being added and/or removed in the request.
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Fingerprint Clearance Card	<input type="checkbox"/> Fingerprint Clearance Card is deemed current and valid by the Arizona Department of Public Safety's website for each individual being <u>added</u> .
Affidavit, Disclosure and Consent for Background and Credit Check	<input type="checkbox"/> Notarized and properly completed Affidavit, Disclosure and Consent for Background and Credit Check for each individual being <u>added</u> .
Résumé	<input type="checkbox"/> Current Résumé for each individual being <u>added</u> .
Declaration of Associated Charters	<input type="checkbox"/> A separate, properly completed Declaration of Associated Charters form for each individual being <u>added</u> .
Declarations of Payment, Benefit, or Consideration	<input type="checkbox"/> Separate, properly completed Declaration of Payment, Benefit, or Consideration forms for each individual being <u>added or removed</u> .
Declarations of Consistency	<input type="checkbox"/> Properly completed Declaration of Consistency form listing each individual being <u>added or removed</u> .

Charter Holder Governance Amendment Request

Purpose

The *Charter Holder Governance Amendment Request* should be completed if there is a change in officers, directors, members, or partners of the charter holder (also referred to as Charter Principals.)

This is the only form required if the members of the charter holder's corporate board (Charter Principals) and school governing body members are the same.

*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 *Charter Holder Governance Amendment Request*.

Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the agenda of a regular Board meeting. A charter may be brought before the Board for consideration if the request will constitute at least a cumulative 50% change in the charter principals in the past 12 months.

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 are not prepared to submit your form, so that you do not lose your data. See ASBCS website for [form templates](#).

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Please be advised that if a charter holder's CEO, CFO, COO, etc. is listed on the Principal Information page of the charter holder's Arizona Corporation Commission Entity Details, that individual must also be listed in the contract as a Charter Principal.

Form Fields

Field	Instructions
Current Officers, Directors, Members, or Partners	Confirm that this field accurately identifies the current Officers, Directors, Members, or Partners.
New Officers, Directors, Members, or Partners (to add an individual)	<p>Click the blue “Add Officer, Director, Member, or Partner” link. When the window pops up, enter the last 4 digits of the new individual’s Social Security number and the individual’s date of birth. Then, click the “Add Officer, Director, Member, or Partner” button.</p> <p>The window will expand. When that happens, complete the following:</p> <p>First Name: Enter the new individual’s first name.</p> <p>Last Name: Enter the new individual’s last name.</p> <p>Email Address: Enter the new individual’s email address.</p> <p>Fingerprint Clearance Card: Click “Choose File” and upload a PDF of a copy of the front and back of the individual’s valid FCC issued by DPS.</p> <p>Affidavit: Click “Choose File” and upload a PDF of a completed, signed, and notarized Affidavit, Disclosure, and Consent for Background and Credit Check form. Include any required documentation as indicated on the form (as applicable).</p> <p>Résumé: Click “Choose File” and upload a PDF of the individual’s résumé.</p> <p>Repeat this process for each individual being added.</p>
Remove Officers, Directors, Members, or Partners (to remove an individual)	<p>From the “Choose a Member” drop down, select the member to be removed.</p> <p>Click the “Remove Member” button.</p>
Please select one of the following:*	<p>Select the button that accurately represents the configuration of the governing body.</p> <p><input type="checkbox"/> The officers, directors, members, or partners of the charter holder also serve as the school’s governing body.</p> <p><input type="checkbox"/> The officers, directors, members, or partners of the charter holder DO NOT serve as the school’s governing body.</p>

Charter Holder Governance Amendment Request

Please select one of the following:

For each individual being added, select the button that accurately represents the role of the charter principal.

- ☐ The individual is a voting member of the Charter Holder's corporate board.
- ☐ The individual is a non-voting member of the Charter Holder's corporate board.
- ☐ The individual is an officer of the corporation, and also votes on issues before the corporate board.
- ☐ The individual is an officer of the corporation, and is **not** a voting member.

Attachments

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Board Minutes or Board Resolutions*

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Administrative Completeness Review

An administratively complete request includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
 - Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change in governance has been approved or addressed by the charter holder (approving board).
- ☐
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.
- ☐ Fingerprint Clearance Card for each individual being added.
- ☐ Résumé for each individual being added.
- ☐ Affidavit, Disclosure and Consent for Background and Credit Check form for each individual being added.
- ☐ Declaration of Payment, Benefit, or Consideration form for each individual being added or removed.
- ☐ Declaration of Associated Charters for each individual being added.
- ☐ Declaration of Consistency signed by the charter representative that lists each individual being added and/or removed.
- ☐ 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) is either deemed acceptable or not acceptable.

Review	Criteria
Form	<input type="checkbox"/> The form properly identifies all individuals being added and/or removed in the request.
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Fingerprint Clearance Card	<input type="checkbox"/> Fingerprint Clearance Card is deemed current and valid by the Arizona Department of Public Safety's website for each individual being <u>added</u> .
Affidavit, Disclosure and Consent for Background and Credit Check	<input type="checkbox"/> Notarized and properly completed Affidavit, Disclosure and Consent for Background and Credit Check for each individual being <u>added</u> .
Résumé	<input type="checkbox"/> Current Résumé for each individual being <u>added</u> .
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Declarations of Payment, Benefit, or Consideration	<input type="checkbox"/> Separate, properly completed Declaration of Payment, Benefit, or Consideration forms for each individual being <u>added or removed</u> .
Declarations of Consistency	<input type="checkbox"/> Properly completed Declaration of Consistency form listing each individual being <u>added or removed</u> .

Charter Mission Amendment Request

Purpose

The *Charter Mission Amendment Request* is used to change the mission of a charter.

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 *Charter Mission Amendment Request*.

Board Consideration

A substantively complete amendment request submitted by a charter holder may be considered for approval by the Executive Director, or placed on the agenda of a regular Board meeting.

A substantively complete amendment request submitted by a charter holder that includes language that may qualify or is intended to qualify the charter holder and its schools for alternative status with the Arizona Department of Education shall be placed on the agenda of a regular Board meeting.

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 are not prepared to submit your form, so that you do not lose your data.

A mission statement is defined as a clear, concise statement of the school's purpose, including the desired results, for whom those results will be true, and how they will be achieved.

Form Fields

Field	Instructions
Change From	Confirm the current charter mission statement. If the statement populated in the field is not the current charter mission statement, please contact Board staff.
Change To*	Provide the exact text of the new charter mission statement.

Attachments

For further information regarding specific documentation requirements, see The Guide and the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

Administrative Completeness Review

An administratively complete request includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change has been approved or addressed by the charter holder (approving board).
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.

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
Form	<input type="checkbox"/> The form properly identifies the proposed mission statement and is consistent with other submitted materials.
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Mission Statement Alignment	<input type="checkbox"/> The mission, as stated, aligns with <u>relevant information in the Charter Holder's contract, including, but not limited to,</u> the program of instruction on file in the charter contract.

Charter Mission Amendment Request

Purpose

The *Charter Mission Amendment Request* is used to change the mission of a charter.

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 *Charter Mission Amendment Request*.

Board Consideration

A substantively complete amendment request submitted by a charter holder may be considered for approval by the Executive Director, or placed on the agenda of a regular Board meeting.

A substantively complete amendment request submitted by a charter holder that includes language that may qualify or is intended to qualify the charter holder and its schools for alternative status with the Arizona Department of Education shall be placed on the agenda of a regular Board meeting.

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 are not prepared to submit your form, so that you do not lose your data.

A mission statement is defined as a clear, concise statement of the school's purpose, including the desired results, for whom those results will be true, and how they will be achieved.

Form Fields

Field	Instructions
Change From	Confirm the current charter mission statement. If the statement populated in the field is not the current charter mission statement, please contact Board staff.
Change To*	Provide the exact text of the new charter mission statement.

Attachments

For further information regarding specific documentation requirements, see The Guide and the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

Administrative Completeness Review

An administratively complete request includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change has been approved or addressed by the charter holder (approving board).
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.

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
Form	<input type="checkbox"/> The form properly identifies the proposed mission statement and is consistent with other submitted materials.
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Mission Statement Alignment	<input type="checkbox"/> The mission, as stated, aligns with relevant information in the Charter Holder's contract, including, but not limited to, the program of instruction.

Enrollment Cap Amendment Request

Purpose

The *Enrollment Cap Amendment Request* is used to increase or decrease the number of students the charter holder may serve at its school(s). The request must be submitted timely so that it may be processed within the time frame provided in Rule and implemented according to the ADE School Finance Policy SF-0001—Charter Enrollment Cap Amendments. A change in the enrollment cap is 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

To determine whether your charter is eligible to expand, 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. These criteria are found in "Eligibility Criteria" in [The Guide](#).

An eligible charter holder may submit a request to **increase** the enrollment cap for up to three fiscal years of projected student enrollment.

Any charter holder may submit a request to **decrease** the number of students served.

Board Consideration

A substantively complete amendment request submitted by a charter holder that meets the eligibility criteria shall be placed on the agenda of a regular Board meeting.

If a charter holder is eligible to submit a request, it must maintain eligibility prior to Board consideration. For information on maintaining eligibility go to the section on "Eligibility Criteria" in [The Guide](#).

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 report(s) 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

An *Enrollment Cap Amendment Request* for 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. If the recommendation criteria is met, the amendment will be placed on the consent agenda for consideration at a regularly scheduled Board meeting.

The charter holder has no more than three measures rated Does Not Meet on the Operational Dashboard in each of the current and most recently completed two fiscal years.

The charter holder is not currently on a consent agreement with the Board.

The charter holder has a Summative Financial Performance Rating of "Good Standing" on the Financial Dashboard in the three most recent Fiscal Years for which a Financial Dashboard is available.

AND

If the charter holder has Associated Schools or Associated Charters:

75% or more of all Associated Charters have a Summative Financial Performance Rating of "Good Standing" for the three most recent fiscal years for which a financial dashboard is available.

Each school operated by the charter holder performs at or above the performance of a majority of schools within a two- and five-mile radius of the school's current location or offers a unique program of instruction within a five-mile radius of its current location.

For this metric:

- Schools serving students as brick and mortar programs are compared to other brick and mortar schools serving similar grade levels.
- Schools identified as alternative by the Arizona Department of Education are compared with other schools identified as alternative.
- Schools with an approved Arizona Online Instruction ("AOI") program will be compared to all other AOI programs, regardless of distance.
- ALT schools with an approved AOI will be compared to all other ALT schools with an approved AOI.

At least 75% of schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024

AND

75% or more of the schools operated under the contract have maintained or increased their letter grade from the prior year.

If the charter holder has Associated Schools or Associated Charters:

At least 75% of Associated Schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024 AND 75% or more of all Associated Schools have maintained or increased their letter grade from the prior year.

Enrollment trends in the past three years indicate that the charter holder will exceed its enrollment cap within the next three years.

OR

Enrollment cap request has been submitted in conjunction with a request or recently approved request for a new school or grade level increase that indicates a need for the increase in the upcoming three years such

that the corresponding request or approval will result in the charter holder exceeding its enrollment cap in the next three years.

ADM (when adjusted for kindergarten, as applicable) is at or above 70% of the current enrollment cap.

OR

ECAP request has been submitted in conjunction with a request or recently approved request for a new school, grade level increase, or school specific change in grades request that indicates the charter holder will be at or above 70% of its current enrollment cap.

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
From	Confirm that the From field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
To*	Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.
Fiscal Year Effective Date	<u>Enter the fiscal year in which, if approved, this request will be effective.</u>

Attachments

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

Upload the following for an Increase in the Enrollment Cap:

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the increase in enrollment cap.

Occupancy Documentation*

Existing Facilities*

For the existing facilities, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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 existing school facilities, 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 or New Facilities (if applicable)

If new construction or new facilities are part of the plan for increasing the enrollment cap, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing Fire Marshal's Inspection Report, approved for educational use.
- If a Certificate of Occupancy and/or 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.

Narrative*

Please limit the narrative response to no more than three pages.

Upload a narrative that clearly and concisely ~~Upload a narrative that~~ responds to the following prompts:

☐ Describe the rationale for this request.

- Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrices.
- In the response, specifically consider addressing:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Waitlists;
 - Community events (recent nearby school closure or failure, community growth or development, etc.); and
 - Other pertinent information to the reason this requested increase is needed.

☐ Provide a detailed staffing plan responding to the following prompts that is consistent with ~~each the~~ Staffing Chart(s) 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:~~

- Describe how staffing will be increased, changed, or restructured to meet the needs of the additional students served.
 - Address administrative, instructional, and non-instructional positions that will be created by serving additional students.
 - ~~Recruitment~~, Discuss how this staffing will result in a complete and qualified staff that meets the needs of the students in the population served.

- Address the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served.
- ~~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:~~

~~Plans for meeting each year's enrollment targets;~~

~~Necessary advertising and/or promotion to meet the targets (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.~~

*Additional Information**

Upload each of the following documents:

- Enrollment Matrix
 - 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. The charter holder must use the Board's adopted form.
- Staffing Chart
 - Complete for **each school** operated by the charter, identifying the current and anticipated staffing information for the subsequent three Fiscal Years. The charter holder must use the Board's adopted form.

Upload the following for a Decrease in the Enrollment Cap:

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the decrease in enrollment cap.

Narrative*

Upload a narrative that responds to the following prompt:

Describe the rationale for ~~this request~~ the decrease in the enrollment cap.

Administrative Completeness Review

An administratively complete request to **increase** the enrollment cap includes the following (as applicable):

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Approval to increase the enrollment cap 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.
- ☐ Occupancy Documentation for existing school facilities:
 - Current, valid Certificate of Occupancy **and** current, passing Fire Marshal's Inspection Report from an entity on the State Fire Marshal's Letter of Appointment list.
 - If the Certificate of Occupancy and/or Fire Marshal's Inspection Report do not list the capacity load, additional documentation is provided showing capacity. *Hand-drawn images will not be accepted.*
 - *Agricultural Land Regulation Assurance and Understanding* form for new construction or facilities, signed and dated by the charter representative.
- ☐ Narrative
- ☐ Completed Enrollment Matrix on the Board's adopted form for **each school** operated by the charter holder.
- ☐ Completed Staffing Chart on the Board's adopted form for **each school** operated by the charter holder.

An administratively complete request to **decrease** the enrollment cap includes the following (as applicable):

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Approval to decrease the enrollment cap 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

Substantive Completeness Review

The following checklist will be used to determine substantive completeness for a request to **increase** the enrollment cap. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and the approval is consistent with the submitted form.
Occupancy Documentation	<input type="checkbox"/> Certificate of Occupancy; and Fire Marshal's Inspection Report are current for <input type="checkbox"/> Existing school facilities <input type="checkbox"/> New construction (if applicable).

(for existing school facility and new construction)	<input type="checkbox"/> Certificate(s) of Occupancy are current (not expired) and demonstrate(s) that the building(s) are approved for Educational Occupancy. <input type="checkbox"/> Address(es) on the Certificate(s) of Occupancy and Fire Marshal Inspection Report(s) are consistent with the address(es) on file in the charter contract. <input type="checkbox"/> Fire Marshal Inspection Report(s) are the most currently issued report(s) from an entity on the State Fire Marshal's Letter of Appointment list, demonstrate that the facilities were inspected for E Occupancy, and indicate that the facilities passed the inspection. <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 increase. <input type="checkbox"/> Additional documentation demonstrates capacity that is sufficient to serve the number of students included in the charter holder's current enrollment and proposed enrollment cap increase. shows how the space is sufficient for the number of students requested.
Rationale (Narrative)	<p>Description includes:</p> <input type="checkbox"/> Rationale for increase in enrollment cap <u>that leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrices;</u> and <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Chart (Increase Only)	<input type="checkbox"/> Staffing Chart(s) identify the current and anticipated staffing information for the <u>current and</u> subsequent three Fiscal years <u>for each school operated under the charter contract.</u> <input type="checkbox"/> Staffing Chart(s) include a leadership section for <u>each of the</u> school(s) operated by the charter holder. <input type="checkbox"/> Staffing Chart(s) are completed correctly and accurately. <input type="checkbox"/> Staffing Chart(s) are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Plan (Narrative—Increase Only)	<input type="checkbox"/> Plan describes the charter's staffing, enrollment and target population needs <u>show the staffing will be increased, changed, or restructured to meet the needs of the additional students served.</u> <input type="checkbox"/> Plan addresses the processes for the needs identified in: <div style="margin-left: 40px;"> <input type="checkbox"/> Recruitment; <input type="checkbox"/> Hiring; and <input type="checkbox"/> Training administrative, instructional, and non-instructional positions that will be created by serving additional students. </div> <input type="checkbox"/> Plan discusses how the changes to staffing will result in a complete and qualified staff that meets the needs of the students in the population served. <input type="checkbox"/> Plan addresses the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served. <input type="checkbox"/> If no changes to staffing <u>are needed</u> , the plan describes why there are no needed changes. <input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.

Enrollment Cap Amendment Request

Enrollment Matrix (Increase Only)	<input type="checkbox"/> A completed Enrollment Matrix for the current and subsequent three Fiscal Years for each school operated by the charter holder, detailing the current and targeted number of students per grade level served. <input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Enrollment Justification (Narrative—Increase Only)	A justification for the enrollment targets identified in each Enrollment Matrix includes: <div style="margin-left: 40px;"> <input type="checkbox"/> A plan for meeting each year's enrollment targets; <input type="checkbox"/> Necessary advertising and/or promotion to meet the targets; <input type="checkbox"/> Number of returning students; and <input type="checkbox"/> Anticipated new student enrollment. </div> <input type="checkbox"/> Enrollment Justification is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Concrete Resources (Narrative—Increase Only)	Concrete resources are identified for the following areas: <div style="margin-left: 40px;"> <input type="checkbox"/> Curriculum; and/or <input type="checkbox"/> Assessment; and/or <input type="checkbox"/> Instruction. </div> <input type="checkbox"/> Rationale includes why these resources are needed, or why additional resources are not needed to implement the request. <input type="checkbox"/> Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments.
Financial Documentation (Increase Only)	<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".

The following checklist will be used to determine substantive completeness for a request to **decrease** the enrollment cap. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and the approval is consistent with the submitted form.
Rationale (Narrative)	Description includes: <input type="checkbox"/> Rationale for decrease in enrollment cap; and <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.

Enrollment Cap Amendment Request

Purpose

The *Enrollment Cap Amendment Request* is used to increase or decrease the number of students the charter holder may serve at its school(s). The request must be submitted timely so that it may be processed within the time frame provided in Rule and implemented according to the ADE School Finance Policy SF-0001—Charter Enrollment Cap Amendments. A change in the enrollment cap is 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

To determine whether your charter is eligible to expand, 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. These criteria are found in "Eligibility Criteria" in [The Guide](#).

An eligible charter holder may submit a request to **increase** the enrollment cap for up to three fiscal years of projected student enrollment.

Any charter holder may submit a request to **decrease** the number of students served.

Board Consideration

A substantively complete amendment request submitted by a charter holder that meets the eligibility criteria shall be placed on the agenda of a regular Board meeting.

If a charter holder is eligible to submit a request, it must maintain eligibility prior to Board consideration. For information on maintaining eligibility go to the section on "Eligibility Criteria" in [The Guide](#).

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 report(s) 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

An *Enrollment Cap Amendment Request* for 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. If the recommendation criteria is met, the amendment will be placed on the consent agenda for consideration at a regularly scheduled Board meeting.

The charter holder has no more than three measures rated Does Not Meet on the Operational Dashboard in each of the current and most recently completed two fiscal years.

The charter holder is not currently on a consent agreement with the Board.

The charter holder has a Summative Financial Performance Rating of "Good Standing" on the Financial Dashboard in the three most recent Fiscal Years for which a Financial Dashboard is available.

AND

If the charter holder has Associated Schools or Associated Charters:

75% or more of all Associated Charters have a Summative Financial Performance Rating of "Good Standing" for the three most recent fiscal years for which a financial dashboard is available.

Each school operated by the charter holder performs at or above the performance of a majority of schools within a two- and five-mile radius of the school's current location or offers a unique program of instruction within a five-mile radius of its current location.

For this metric:

- Schools serving students as brick and mortar programs are compared to other brick and mortar schools serving similar grade levels.
- Schools identified as alternative by the Arizona Department of Education are compared with other schools identified as alternative.
- Schools with an approved Arizona Online Instruction ("AOI") program will be compared to all other AOI programs, regardless of distance.
- ALT schools with an approved AOI will be compared to all other ALT schools with an approved AOI.

At least 75% of schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024

AND

75% or more of the schools operated under the contract have maintained or increased their letter grade from the prior year.

If the charter holder has Associated Schools or Associated Charters:

At least 75% of Associated Schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024 AND 75% or more of all Associated Schools have maintained or increased their letter grade from the prior year.

Enrollment trends in the past three years indicate that the charter holder will exceed its enrollment cap within the next three years.

OR

Enrollment cap request has been submitted in conjunction with a request or recently approved request for a new school or grade level increase that indicates a need for the increase in the upcoming three years such

that the corresponding request or approval will result in the charter holder exceeding its enrollment cap in the next three years.

ADM (when adjusted for kindergarten, as applicable) is at or above 70% of the current enrollment cap.

OR

ECAP request has been submitted in conjunction with a request or recently approved request for a new school, grade level increase, or school specific change in grades request that indicates the charter holder will be at or above 70% of its current enrollment cap.

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
From	Confirm that the From field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
To*	Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.
Fiscal Year Effective Date	Enter the fiscal year in which, if approved, this request will be effective.

Attachments

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

Upload the following for an Increase in the Enrollment Cap:

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the increase in enrollment cap.

Occupancy Documentation*

Existing Facilities*

For the existing facilities, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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 existing school facilities, 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 or New Facilities (if applicable)

If new construction or new facilities are part of the plan for increasing the enrollment cap, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing Fire Marshal's Inspection Report, approved for educational use.
- If a Certificate of Occupancy and/or 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.

Narrative*

Please limit the narrative response to no more than three pages.

Upload a narrative that clearly and concisely responds to the following prompts:

- ☐ Describe the rationale for this request.
 - Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrices.
 - In the response, specifically consider addressing:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Waitlists;
 - Community events (recent nearby school closure or failure, community growth or development, etc.); and
 - Other pertinent information to the reason this requested increase is needed.
- ☐ Provide a detailed staffing plan responding to the following prompts that is consistent with the Staffing Chart(s) submitted with this request. Describe how staffing will be increased, changed, or restructured to meet the needs of the additional students served.
 - Address administrative, instructional, and non-instructional positions that will be created by serving additional students.
 - Discuss how this staffing will result in a complete and qualified staff that meets the needs of the students in the population served.
 - Address the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served.
 - If changes to staffing are not needed, provide an explanation.

*Additional Information**

Upload each of the following documents:

- Enrollment Matrix
 - 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. The charter holder must use the Board's adopted form.
- Staffing Chart
 - Complete for **each school** operated by the charter, identifying the current and anticipated staffing information for the subsequent three Fiscal Years. The charter holder must use the Board's adopted form.

Upload the following for a Decrease in the Enrollment Cap:

*Board Minutes or Board Resolutions**

Board minutes or board resolutions approving or addressing the decrease in enrollment cap.

*Narrative**

Upload a narrative that responds to the following prompt:

- Describe the rationale for the decrease in the enrollment cap.

Administrative Completeness Review

An administratively complete request to increase the enrollment cap includes the following (as applicable):

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Approval to increase the enrollment cap 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.
- ☐ Occupancy Documentation for existing school facilities:
 - Current, valid Certificate of Occupancy **and** current, passing Fire Marshal's Inspection Report from an entity on the State Fire Marshal's Letter of Appointment list.
 - If the Certificate of Occupancy and/or Fire Marshal's Inspection Report do not list the capacity load, additional documentation is provided showing capacity. *Hand-drawn images will not be accepted.*
 - *Agricultural Land Regulation Assurance and Understanding* form for new construction or facilities, signed and dated by the charter representative.
- ☐ Narrative
- ☐ Completed Enrollment Matrix on the Board's adopted form for **each school** operated by the charter holder.
- ☐ Completed Staffing Chart on the Board's adopted form for **each school** operated by the charter holder.

An administratively complete request to **decrease** the enrollment cap includes the following (as applicable):

- ☐ The Charter Holder is in compliance per the Board’s Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Approval to decrease the enrollment cap 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

Substantive Completeness Review

The following checklist will be used to determine substantive completeness for a request to **increase** the enrollment cap. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and the approval is consistent with the submitted form.
Occupancy Documentation (for existing school facility and new construction)	<input type="checkbox"/> Certificate(s) of Occupancy are current (not expired) and demonstrate(s) that the building(s) are approved for Educational Occupancy. <input type="checkbox"/> Address(es) on the Certificate(s) of Occupancy and Fire Marshal Inspection Report(s) are consistent with the address(es) on file in the charter contract. <input type="checkbox"/> Fire Marshal Inspection Report(s) are the most currently issued report(s) from an entity on the State Fire Marshal’s Letter of Appointment list, demonstrate that the facilities were inspected for E Occupancy, and indicate that the facilities passed the inspection. <input type="checkbox"/> Documentation demonstrates capacity that is sufficient to serve the number of students included in the charter holder’s current enrollment and proposed enrollment cap increase.
Rationale (Narrative)	Description includes: <input type="checkbox"/> Rationale for increase in enrollment cap that leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrices; and <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Chart (Increase Only)	<input type="checkbox"/> Staffing Chart(s) identify the current and anticipated staffing information for the current and subsequent three Fiscal years for each school operated under the charter contract. <input type="checkbox"/> Staffing Chart(s) include a leadership section for each of the school(s) operated by the charter holder. <input type="checkbox"/> Staffing Chart(s) are completed correctly and accurately. <input type="checkbox"/> Staffing Chart(s) are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.

Staffing Plan (Narrative—Increase Only)	<input type="checkbox"/> Plan describes how the staffing will be increased, changed, or restructured to meet the needs of the additional students served. <input type="checkbox"/> Plan addresses administrative, instructional, and non-instructional positions that will be created by serving additional students. <input type="checkbox"/> Plan discusses how the changes to staffing will result in a complete and qualified staff that meets the needs of the students in the population served. <input type="checkbox"/> Plan addresses the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served. <input type="checkbox"/> If no changes to staffing are needed, the plan describes why there are no needed changes. <input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.
Enrollment Matrix (Increase Only)	<input type="checkbox"/> A completed Enrollment Matrix for the current and subsequent three Fiscal Years for each school operated by the charter holder, detailing the current and targeted number of students per grade level served. <input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.

The following checklist will be used to determine substantive completeness for a request to **decrease** the enrollment cap. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and the approval is consistent with the submitted form.
Rationale (Narrative)	Description includes: <input type="checkbox"/> Rationale for decrease in enrollment cap; and <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.

Grade Level Change to Charter Amendment Request

Purpose

The *Grade Level Change to Charter Amendment Request* is used to increase or decrease the grade levels the charter holder is approved to serve. This request must be submitted timely so that it may be processed within the timeframe provided in Rule and implemented before the beginning of a school year. If the school year has started or will start prior to the request being considered by the Board, an amendment request to change the grade levels may not be submitted for implementation in the current fiscal year.

A change in grade levels served is 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

To determine whether your charter is eligible to expand, 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. The criteria are found in the "Eligibility Criteria" [The Guide](#).

An eligible charter holder may submit a request to **increase** the grade levels served for up to three fiscal years of anticipated grade levels.

Any charter holder is eligible to submit a request to **decrease** the grade levels the charter holder is approved to serve.

Board Consideration

A substantively complete amendment request for a grade level change submitted by a charter holder that meets the eligibility criteria shall be placed on the agenda of a regular Board meeting. 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 a charter holder is eligible to submit a request, it must maintain eligibility prior to Board consideration. For information on maintaining eligibility review the section on "Eligibility Criteria" in [The Guide](#).

If the Board approves a request to increase grade levels of a charter contract and the *Occupancy Compliance Assurance and Understanding form* is submitted, the request is approved with the condition that the charter holder agrees to provide a Certificate of Occupancy and Fire Marshal's report 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 the request to the Board for its approval.

Staff Recommendation

A *Grade Level Change to Charter Amendment Request* for an increase in grades served will receive a staff recommendation *for* the expansion if the charter holder's current data and performance demonstrates all of the following criteria. If the recommendation criteria is met, the amendment will be placed on the consent agenda for consideration at a regularly scheduled Board meeting.

The charter holder has no more than three measures rated Does Not Meet on the Operational Dashboard in each of the current and most recently completed two fiscal years.

The charter holder is not currently on a consent agreement with the Board.

The charter holder has a Summative Financial Performance Rating of "Good Standing" on the Financial Dashboard in the three most recent Fiscal Years for which a Financial Dashboard is available.

AND

If the charter holder has Associated Schools or Associated Charters:

75% or more of all Associated Charters have a Summative Financial Performance Rating of "Good Standing" for the three most recent fiscal years for which a financial dashboard is available.

Each school operated by the charter holder performs at or above the performance of a majority of schools within a two- and five-mile radius of the school's current location or offers a unique program of instruction within a five-mile radius of its current location.

For this metric:

- Schools serving students as brick and mortar programs are compared to other brick and mortar schools serving similar grade levels.
- Schools identified as alternative by the Arizona Department of Education are compared with other schools identified as alternative.
- Schools with an approved Arizona Online Instruction ("AOI") program will be compared to all other AOI programs, regardless of distance.

ALT schools with an approved AOI will be compared to all other ALT schools with an approved AOI.

At least 75% of schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024

AND

75% or more of the schools operated under the contract have maintained or increased their letter grade from the prior year.

If the charter holder has Associated Schools or Associated Charters:

At least 75% of Associated Schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024

AND

75% or more of all Associated Schools have maintained or increased their letter grade from the prior year.

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
Current Grade Levels Served	Confirm that the <i>Current Grade Levels Served</i> accurately identifies the grade levels approved for the charter contract. If not, contact Board staff.
New Grade Levels Served*	Identify the grades to be served after approval of the request. This includes the current grades served, and the new grades that are requested.
Effective Date*	Enter the proposed first day of school for the new grade levels.
Is an Enrollment Cap Increase being added to this request?*	<p>Select a button.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, an Enrollment Cap Increase is being requested.</p> <p>If Yes is checked, please refer to the combined instructions for a Grade Level Change with an Enrollment Cap.</p>
From	Confirm that the <i>From</i> field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
To*	<p>Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.</p> <p>If an increase is indicated, please refer to the combined instructions for a Grade Level Change with an Enrollment Cap.</p>

Attachments

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

Upload the following for an Increase in Grade Levels:

Curriculum Samples (Increase Only)

~~Until final state accountability letter grades are provided by the Arizona Department of Education, charters in which **all** schools have received a preliminary letter grade of "A" or "B" from the Arizona Department of Education for FY 2017 will not be required to submit curriculum samples.~~

~~Charters in which one or more schools **have not** received a preliminary letter grade of "A" or "B" from the Arizona Department of Education for FY 2017 will be required to provide a complete set of curriculum samples for each grade to be added.~~

~~Once final state accountability letter grades are provided, charters in which **all** schools have received an Overall Rating of "Exceeds Standard" or "Above Standard" will not be required to submit curriculum samples. Charters in which one or more schools **have not** received an Overall Rating of "Exceeds Standard" or "Above Standard" **will be required** to provide a complete set of curriculum samples for each grade to be added.~~

~~Upload curriculum samples for each grade level being requested, as described in the instructions on the Curriculum Sample Instructions and Template included in these instructions.~~

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the increase of grade levels.

Narrative*

Please limit the narrative response to no more than four pages.

Upload a narrative that clearly and concisely responds to the following prompts:

☐ Describe the rationale for this request.

- Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix or Matrices.
- In the response, specifically consider addressing:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Number of returning students that would fill the new grades requested;
 - Waitlists;
 - Community events (recent school closure or failure, new development, etc.);
 - If grades are being requested that don't have a cohort to back fill (i.e. 10th grade is being requested and the school only serves up to 8th grade), explain why the school believes the 10th new grades can be successfully filled and served; and
 - Other pertinent information to the reason this request is needed.

☐ Provide a detailed staffing plan responding to the following prompts that is consistent with each the Staffing Chart(s) 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:~~

- Describe how staffing will be increased, changed, or restructured to meet the needs of the students in the new grades served.
 - Address administrative, instructional, and non-instructional positions that will be created by serving students in new grade levels.
 - Discuss how this staffing will result in a complete and qualified staff that meets the specific needs of the students in the population served in the new grade levels.
 - If new positions will be created to meet these needs, specifically address those positions and their functions.
- If a new grade band is being added (i.e. adding high school to K-8 or K-6 to a middle/high school), explain how existing staff will be leveraged to ensure success in the new model. Discuss the experience existing staff has in these grade levels, and how hiring and recruitment will ensure that the school is ready to implement these new grades on day one.
- Address the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served in the new grade levels.
- ~~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:
Plans for meeting each year's enrollment targets;
Necessary advertising and/or promotion to meet the targets (if applicable);
Number of returning students; and~~

- ~~Anticipated new student enrollment.~~

☐ ~~Identify~~ Discuss the ~~concrete resources~~ additional curricular and instructional resources, if any, needed for implementation. In the response, be sure to address the following:

- Identify and describe the ways in which curriculum or instruction in the new grades will be similar to and/or different from the curriculum and instructional methodology in use in the currently approved grade levels, and explain the reasons for the differences.
- Describe how these additional resources will allow the charter holder to effectively implement the charter holder's chosen model and instructional strategies (as outlined in the program of instruction on file in the contract) in the new grades.
- Consider the changes needed to curriculum, assessment, and instruction to implement this request. Provide the rationale for your response. If the response indicates that additional/new resources are not needed to implement the request add these additional grades, explain why.

☐ ~~(Adding grades K–8) Present clear criteria for promotion from one grade level to the next, to include the level of proficiency that students must obtain to demonstrate mastery of academic core content. Describe a comprehensive process that the school will use to determine grade level promotion consistent with A.R.S. §15-701, and ensure the process includes:~~

- Clear criteria and conditions for promotion;
- The level of mastery (proficiency) that must be achieved;
- Any and all factors that will be considered;
- The stakeholders involved in the decision-making; and
- The timeframes for this process.

☐ ~~(Adding grades 9–12) Provide a menu of course offerings, and~~ Describe the following:

- ~~Course offerings;~~
- Process and criteria for awarding course credit; Describe how students will earn credit hours;
- Policy on acceptance of transfer credit; and
- Outline the graduation requirements, that identifying the number of credits in each content area and electives consistent with State requirements; and
- Explain how the school's graduation requirements will ensure student readiness for college or other postsecondary opportunities.

Occupancy Documentation* (Increase Only)

Occupancy documentation must be provided for an increase in grade levels.

Existing Facilities*

For the existing facilities, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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 existing school facilities, 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 or New Facilities (if applicable)

If new construction or new facilities are part of the plan for increasing the grade levels, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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.

Additional Information

Upload each of the following documents:

- Enrollment Matrix
 - 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. The charter holder must use the Board's adopted form.
- Staffing Chart
 - Complete for **each school** operated by the charter, identifying the current and anticipated staffing information for the subsequent three Fiscal Years. The charter holder must use the Board's adopted form.

Upload the following for a Decrease in Grade Levels:

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the decrease of grade levels.

Narrative* (Decrease Only)

Please limit the narrative response to no more than two pages.

Upload a narrative that clearly and concisely 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 timeline and methodology that will be used 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.

Administrative Completeness Review

An administratively complete to request to increase the grade levels includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☒ ~~Curriculum Samples for each additional grade level the charter holder is requesting. See Curriculum Sample Instructions and Template included in these instructions.~~
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Grade level change 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.
- ☐ Occupancy Documentation for all existing school facilities operated by the charter holder:
 - Current Certificate of Occupancy **and** current Fire Marshal's Inspection Report, both approved for educational use.
 - 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.
- ☐ Occupancy Documentation for new construction or new facilities:
 - Current Certificate of Occupancy **and** current Fire Marshal's Inspection Report, both approved for educational use;
 - OR
 - Completed *Occupancy Compliance Assurance and Understanding* form that is signed and dated by the charter representative.
 - 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.*
 - An *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.
- ☐ Narrative
- ☐ Completed Enrollment Matrix for each school operated by the charter holder.
- ☐ Completed Staffing Chart for each school operated by the charter holder.
- ☒ ~~Financial Performance Response.~~
- ☐ All required forms are submitted on the approved ASBCS template.

An administratively complete to request to decrease the grade levels includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Grade level change 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

Substantive Completeness Review

The following checklist will be used to determine substantive completeness for an increase in grade levels. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Grade Level Change to Charter Amendment Request

Evaluation	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and is consistent with the submitted form.
Occupancy Documentation	<input type="checkbox"/> <u>Certificate(s) of Occupancy are current (not expired) and demonstrate(s) that the building(s) are approved for Educational Occupancy.</u> <input type="checkbox"/> <u>Address(es) on the Certificate(s) of Occupancy and Fire Marshal Inspection Report(s) are consistent with the address(es) on file in the charter contract.</u> <input type="checkbox"/> <u>Fire Marshal Inspection Report(s) are the most currently issued report(s) from an entity on the State Fire Marshal's Letter of Appointment list, demonstrate that the facilities were inspected for E Occupancy, and indicate that the facilities passed the inspection.</u> <u>Certificate of Occupancy; and Fire Marshal's Inspection Report are current for:</u> Existing school facilities and New construction (if applicable). <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 increase. <input type="checkbox"/> <u>If the Certificate of Occupancy and/or Fire Marshal's Inspection Report are not available at time of submission, an Occupancy Compliance Assurance and Understanding Form is submitted and signed by the charter representative.</u> <input type="checkbox"/> <u>DAdditional documentation demonstrates capacity that is sufficient to serve the number of students included in the charter holder's current enrollment with the proposed grade level increase. shows how the space is sufficient for the number of students requested.</u>
Rationale (Narrative)	Description includes: <input type="checkbox"/> Rationale for increase <u>that leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrices; or decrease in grade levels;</u> <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Chart (Increase Only)	<input type="checkbox"/> Staffing Chart(s) identify the current and anticipated staffing information for the <u>current and</u> subsequent three Fiscal years <u>for each school operated under the charter contract.</u> <input type="checkbox"/> Staffing Chart(s) include a leadership section for <u>each of</u> the school(s) operated by the charter holder. <input type="checkbox"/> <u>Staffing Chart(s) are completed correctly and accurately.</u> <input type="checkbox"/> Staffing Chart(s) are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.

<p>Staffing Plan (Narrative – Increase Only)</p>	<p><input type="checkbox"/> Plan describes <u>how the staffing will be increased, changed, or restructured to meet the needs of the additional students served.</u> the charter’s staffing, enrollment and target population needs.</p> <p><input type="checkbox"/> Plan addresses <u>administrative, instructional, and non-instructional positions that will be created by serving additional students.</u> the processes for the needs identified in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruitment; <input type="checkbox"/> Hiring; and <input type="checkbox"/> Training. <p><input type="checkbox"/> Plan discusses how the changes to staffing will result in a complete and qualified staff that meets the needs of the students in the population served.</p> <p><input type="checkbox"/> Plan addresses <u>the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served.</u></p> <p><input type="checkbox"/> If no changes to staffing <u>are not needed</u>, the plan describes why there are no needed changes.</p> <p><input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.</p>
<p>Enrollment Matrix (Increase Only)</p>	<p><input type="checkbox"/> A completed Enrollment Matrix for the current and subsequent three Fiscal Years for each school operated by the charter holder, detailing the current and targeted number of students per grade level served.</p> <p><input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p>Enrollment Justification (Narrative – Increase Only)</p>	<p>A justification for the enrollment targets identified in each Enrollment Matrix includes:</p> <p>Description includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A plan for meeting each year’s enrollment targets; <input type="checkbox"/> Necessary advertising and/or promotion to meet the targets; <input type="checkbox"/> Number of returning students; and <input type="checkbox"/> Anticipated new student enrollment. <p><input type="checkbox"/> Enrollment Justification is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p>Curricular and Instructional Resources (Narrative – Increase Only)</p>	<p>Concrete resources are identified for the following areas: <u>Narrative discusses the additional curricular and instructional resources needed for implementation. This must include:</u></p> <p><input type="checkbox"/> Curriculum; and/or <u>Identification and description of how the curriculum or instruction in the new grades will be similar to and/or different from the curriculum and instructional methodology in use in the currently approved grade levels, and explains the reasons for the differences.</u></p> <p><input type="checkbox"/> Assessment; and/or <u>A description of how these resources will allow the charter holder to effectively implement the charter holder’s chosen model and instructional strategies (consistent with the program of instruction in the contract).</u></p> <p><input type="checkbox"/> Instruction.</p> <p><input type="checkbox"/> Rationale includes why these resources are needed, or why <u>If additional resources are not needed to implement the request, the response explains why.</u></p>

	<input type="checkbox"/> Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments <u>and the contract</u> .
Clear Criteria for Promotion (Narrative—Adding grades K–8)	<p><u>Narrative includes:</u></p> <input type="checkbox"/> Clear criteria <u>and conditions</u> for promotion from one grade level to the next. <input type="checkbox"/> Level of <u>mastery</u> (proficiency) students must obtain to demonstrate mastery of academic core content. <u>be promoted.</u> <input type="checkbox"/> <u>Any and all factors considered for promotion.</u> <input type="checkbox"/> <u>The stakeholders involved in the decision-making; and</u> <input type="checkbox"/> <u>The timeframes for this process.</u>
Courses <u>and Graduation</u> (Narrative—Adding grades 9–12)	<input type="checkbox"/> <u>A menu of course offerings is provided.</u> <p>Narrative describes the following:</p> <input type="checkbox"/> Course Offerings; <u>How students will earn credit hours;</u> <input type="checkbox"/> Process and criteria for awarding course credit; <input type="checkbox"/> Policy on acceptance of transfer credit; and <input type="checkbox"/> Graduation requirements that identify the number of credits in each content area and electives consistent with State requirements; <u>and</u> <input type="checkbox"/> <u>How the school’s graduation requirements will ensure readiness for college or other postsecondary opportunities.</u>
Student Displacement (Narrative—Decrease Only)	<input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grade levels.
Communication Plan (Narrative—Decrease Only)	<input type="checkbox"/> Narrative includes a description of the charter holder’s plan to communicate the decrease in grade levels to the school community.
Assistance for Displaced Students (Narrative—Decrease Only)	<p>Narrative includes a description of how the charter holder will assist displaced students with the following:</p> <div style="margin-left: 40px;"> <input type="checkbox"/> Identifying other options; and <input type="checkbox"/> Enrolling in another school. </div>
Curriculum Samples (Increase Only)	<p>See Criteria for Substantive Completeness in the Curriculum Sample Instructions and Template included in these instructions.</p>
Financial Documentation—Increase Only	<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”.

The following checklist will be used to determine substantive completeness for a decrease in grade levels. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Evaluation	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and is consistent with the submitted form.
Rationale (Narrative)	Description includes: <input type="checkbox"/> Rationale for the decrease in grade levels <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Student Displacement (Narrative – Decrease Only)	<input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grade levels.
Communication Plan (Narrative – Decrease Only)	<input type="checkbox"/> Narrative includes a description of the <u>describes the timeline and methodology that will be used to</u> charter holder's plan to communicate the decrease in grade levels to the school community.
Assistance for Displaced Students (Narrative – Decrease Only)	Narrative includes a description of how the charter holder will assist displaced students with the following: <input type="checkbox"/> Identifying other <u>educational</u> options; and <input type="checkbox"/> Enrolling in another school.

Curriculum Sample Instructions and Template

Who needs to use this form?

Charter holders with one or more schools that did not receive an Overall Rating of “Exceeds Standard” or “Above Standard” for the most recent fiscal year in which State achievement profiles are available.

Why?

Curriculum samples provide a representation of a program of instruction aligned to Arizona’s College and Career Ready Standards and to the methods of instruction described in the charter contract, and as amended. The curriculum samples allow the charter holder to demonstrate its capacity to develop a curriculum aligned to these standards and designed to improve pupil academic achievement.

Directions

For each grade level being added, provide curriculum samples for Reading, Writing, and Math using the Curriculum Sample Template. Reading and Writing standards may be addressed in a single English Language Arts (ELA) curriculum sample. If requesting 4th and/or 8th grade, provide a Science curriculum sample.

How many pages can a curriculum sample have?

Each curriculum sample addressing a single content area may not exceed 8 pages. If the Reading and Writing curriculum samples for a grade level are submitted as a single ELA curriculum sample, the ELA curriculum sample may not exceed 12 pages. The 8-page limitation (or 12-page limitation for an integrated ELA sample) includes the completed curriculum sample template fields, summative assessment items, and scoring information included for review.

Which standards may be used?

Each curriculum sample must address at least one standard from a content area (Reading, Writing, Math, or Science) for the grade level requested. If more than one standard is addressed in a curriculum sample, indicate one standard that is instructed and assessed to mastery to be ~~the focus of review~~ by putting **(M)** before the standard number.

Reading—Each Reading/ELA curriculum sample must identify as the focus of review one standard from the Reading strand (either Reading for Literature or Reading for Informational Text), **not** to include RL.10 or RI.10.

Writing—Each Writing/ELA curriculum sample must identify as the focus of review one standard from the Writing strand (Text Types and Purposes only—**W.1, W.2, or W.3**).

Mathematics—Each Mathematics curriculum sample must identify one standard from Mathematics to be the focus of review, along with the Standard(s) for Mathematical Practice addressed by the instructional strategies and student activities in the curriculum sample. Standards for Mathematical Practice may not be the focus of review, but should be identified by number when addressed in the instructional strategies and student activities. If any high school grade (9–12) is to be added, the charter holder will provide four curriculum samples representing the four State required high school courses in Mathematics (Algebra, Geometry, Algebra II or its equivalent, and an additional course with significant math content).

Science—A Science curriculum sample must be submitted for charters requesting addition of 4th and/or 8th grade. Each Science curriculum sample must identify one performance objective (PO) from a Science strand (Strands 3–6 only). Strands 1 and 2 (Inquiry Process and History and Nature of Science) may not be the focus of review, but should be identified by number when addressed in the instructional strategies and student activities.

What about standards with several components?

Each curriculum sample must provide instruction and student activities sufficient to allow a student the opportunity to master the standard identified for review, with assessment items and scoring sufficient to allow that student to clearly demonstrate mastery. Certain standards include multiple components that describe an amount of content and/or skill knowledge that might be difficult to fully address within the page limitations described above.

If the standard has **two or fewer components** identified by lower-case letter (e.g. 3.NF.2 below), the sample must address the **complete** standard including the **overall broad standard description** (double underlined below) and **all components**.

(M) 3.NF.2: Understand a fraction as a number on the number line; represent fractions on a number line diagram.

- a. Represent a fraction $1/b$ on a number line diagram by defining the interval from 0 to 1 as the whole and partitioning it into b equal parts. Recognize that each part has size $1/b$ and that the endpoint of the part based at 0 locates the number $1/b$ on the number line.
- b. Represent the fraction a/b on a number line by marking off a lengths $1/b$ from 0. Recognize the resulting interval has size a/b and that its endpoint locates the number a/b on the number line.

If the standard includes **more than two components** identified by lower-case letter (e.g. 4.W.1 below), the charter holder is required to address the **overall broad standard description** (double underlined below) and **not fewer than two components** (e.g. 4.W.1, b. and d., underlined below). The components identified for review must address grade-level rigor (see **What is rigor?** below).

~~(M) 4.W.1 — Write opinion pieces on topics or texts, supporting a point of view with reasons and information.~~

- ~~a. — Introduce a topic or text clearly, state an opinion, and create an organizational structure in which related ideas are grouped to support the writer's purpose.~~
- ~~b. — (M) Provide reasons that are supported by facts and details.~~
- ~~c. — Link opinion and reasons using words and phrases (e.g., for instance, in order to, in addition).~~
- ~~d. — (M) Provide a concluding statement or section related to the opinion presented.~~

What is rigor?

For the ~~Reading and Writing~~ curriculum samples, the requirements include addressing the grade-level rigor defined by the listed standard. For the purposes of this request, **grade-level rigor** is the expectation set by Arizona's College and Career Ready Standards that includes a level of content and/or skills the student must master at that grade level. The increased rigor at each grade level can be identified by the changes in the standard description from the same standard at the prior grade level.

For the ~~Mathematics~~ curriculum samples, the requirements include addressing the grade-level rigor defined by the listed standard. For the purposes of this request, **grade-level rigor** is the expectation set by Arizona's College and Career Ready Standards that includes a level of conceptual understanding, procedural skill and fluency, and application the student must master at that grade level, as defined by the standard description.

Administrative Completeness Checklist

~~An administratively complete curriculum sample includes the following:~~

<input type="checkbox"/>	Page Limits <ul style="list-style-type: none"> Each curriculum sample must be no more than 8 pages total. The page limit increases to 12 pages total when combining Reading and Writing into one integrated ELA curriculum sample.
<input type="checkbox"/>	Template <ul style="list-style-type: none"> The attached Curriculum Sample Template must be used for all curriculum sample submissions.
<input type="checkbox"/>	Fonts <ul style="list-style-type: none"> Fonts must be no less than 10-point.
<input type="checkbox"/>	Grade Level <ul style="list-style-type: none"> The curriculum sample must identify the grade level of that sample.
<input type="checkbox"/>	Content Area <ul style="list-style-type: none"> The curriculum sample must identify the content area of that sample.
<input type="checkbox"/>	Course Title (if requesting any grade(s) between 9–12) <ul style="list-style-type: none"> The course title must be provided.
<input type="checkbox"/>	Alignment to Program of Instruction <ul style="list-style-type: none"> Describe how the instructional methods found in the lesson(s) align to the Program of Instruction described in the charter contract and as amended.
<input type="checkbox"/>	Standard identified to be the focus of review <ul style="list-style-type: none"> Include Standard number. If lesson(s) address(es) more than one standard or standard includes multiple components, refer to What standards may be used? or What about standards with several components? above. The focus of review is designated with the bolded (M).

	<ul style="list-style-type: none"> • Reading: one standard from the Reading strand (either Reading for Literature or Reading for Informational Text), not to include RL.10 or RI.10. • Writing: one standard from the Writing strand (Text Types and Purposes only—W.1, W.2, or W.3). • Mathematics: one standard from Mathematics to be the focus of review, along with the Standard(s) for Mathematical Practice addressed by the instructional strategies and student activities in the curriculum sample. Standards for Mathematical Practice may not be the focus of review, but should be identified by number when addressed in the instructional strategies and student activities. If any high school grade (9–12) is to be added, the charter holder will provide four curriculum samples representing the four State required high school courses in Mathematics (Algebra, Geometry, Algebra II or its equivalent, and an additional course with significant math content). • Science: one performance objective (PO) from a Science strand (Strands 3–6 only)
<input type="checkbox"/>	Full description of standard identified as the focus of review
<input type="checkbox"/>	List of Materials and Resources required
<input type="checkbox"/>	Description of Instructional Strategies and Student Activities by lesson
<input type="checkbox"/>	A minimum of three Summative Assessment Items for each of the following content areas—Reading, Writing, Mathematics, and Science (if applicable)
<input type="checkbox"/>	The answer key or scoring rubric (whichever applicable) for each Summative Assessment Item including point values and how points will be awarded
<input type="checkbox"/>	An acceptable score indicating mastery of the standard for review

Substantive Completeness Checklist

A substantively complete curriculum sample template will do the following:

<input type="checkbox"/>	Instructional Strategies <ul style="list-style-type: none"> Describe the Instructional Strategies, lesson by lesson, that would clearly provide students with opportunities to engage in the grade-level rigor defined in the standard identified as the focus of review.
<input type="checkbox"/>	Student Activities <ul style="list-style-type: none"> Describe the Student Activities, lesson by lesson, that would clearly provide students with opportunities to engage in the grade-level rigor, defined in the standard identified as the focus of review.
<input type="checkbox"/>	Summative Assessment Items <ul style="list-style-type: none"> Provide an opportunity for students to complete the Summative Assessment Items. These Summative Assessment Items are assessed independently and are separate from instruction and guided or independent practice.
<input type="checkbox"/>	Summative Assessment Items <ul style="list-style-type: none"> Provide at least three Summative Assessment Items for each content area—Reading, Writing, Mathematics, and Science (if applicable) Answer key(s) and/or scoring rubric(s), clearly describing, for each Summative Assessment Item, components to be scored and how points will be awarded, that taken together accurately measure student mastery of the application of the content and/or skills as defined by the grade-level rigor in the standard identified for review. Mastery of the application of the content and/or skills as defined by the grade-level rigor in the standard identified for review is clearly demonstrated by an identified acceptable score or combination of identified acceptable scores.
<input type="checkbox"/>	Program of Instruction <ul style="list-style-type: none"> Provide Instruction, Student Activities, and Summative Assessment Items that are clearly consistent with Program of Instruction outlined in the charter contract and as amended.

Curriculum Sample Template — 8 Pages Max. (12 pages for integrated ELA sample). ~~Instruction Pages above should be deleted before submission.~~

Grade Level		Content Area	
Course Title (grades 9–12 Only)			
Alignment to Program of Instruction <i>Describe how the methods of instruction found in this sequence of lessons align to the Program of Instruction described in the charter contract and as amended.</i>			
Standard Number and Description <i>The standard number and description (see instructions) of the standard being instructed and assessed to mastery in the curriculum sample. If more than one Standard is listed for a content area, one is clearly identified as the focus of review by having (M) before the standard number.</i>			
Materials/Resources Needed <i>List all items the teacher and students will need for the entire sequence of instruction (excluding common consumables).</i>			

Lesson (add as needed)	Instructional Strategies —Describe the Instructional Strategies, lesson by lesson, that would clearly provide students with opportunities to engage in the grade-level rigor defined by the Standard identified as the focus of review.	Student Activities —Describe the Student Activities, lesson by lesson, that would clearly provide students with opportunities to engage in or master the grade-level rigor defined by the standard identified as the focus of review. Indicate alignment of Student Activities to the standard/component identified as the focus of review and specific Standard(s) of Mathematical Practice.
1		
2		
3		
4		
S.A.	Provide an opportunity for students to complete the Summative Assessment Items. These Summative Assessment Items are assessed independently and are separate from instruction and guided or independent practice. In the Student Activities column, describe the Summative Assessment Items that will allow students to demonstrate mastery of the rigor of the standard/components identified as the focus of review, and the context in which the items will be administered.	

Summative Assessment Items and Scoring:

Provide below, at least three Summative Assessment Items for each content area, with answer key(s) and/or scoring rubric(s), clearly describing, for each Summative Assessment Item, components to be scored and how points will be awarded, that together accurately measure student mastery of the application of the content and/or skills as defined by the grade-level rigor in the standard identified for review. Mastery of the application of the content and/or skills as defined by the grade-level rigor in the standard identified for review is clearly demonstrated by an identified acceptable score or combination of identified acceptable scores.

Grade Level Change to Charter Amendment Request

Purpose

The *Grade Level Change to Charter Amendment Request* is used to increase or decrease the grade levels the charter holder is approved to serve. This request must be submitted timely so that it may be processed within the timeframe provided in Rule and implemented before the beginning of a school year. If the school year has started or will start prior to the request being considered by the Board, an amendment request to change the grade levels may not be submitted for implementation in the current fiscal year.

A change in grade levels served is 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

To determine whether your charter is eligible to expand, 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. The criteria are found in the "Eligibility Criteria" [The Guide](#).

An eligible charter holder may submit a request to **increase** the grade levels served for up to three fiscal years of anticipated grade levels.

Any charter holder is eligible to submit a request to **decrease** the grade levels the charter holder is approved to serve.

Board Consideration

A substantively complete amendment request for a grade level change submitted by a charter holder that meets the eligibility criteria shall be placed on the agenda of a regular Board meeting. 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 a charter holder is eligible to submit a request, it must maintain eligibility prior to Board consideration. For information on maintaining eligibility review the section on "Eligibility Criteria" in [The Guide](#).

If the Board approves a request to increase grade levels of a charter contract and the *Occupancy Compliance Assurance and Understanding form* is submitted, the request is approved with the condition that the charter holder agrees to provide a Certificate of Occupancy and Fire Marshal's report 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 the request to the Board for its approval.

Staff Recommendation

A *Grade Level Change to Charter Amendment Request* for an increase in grades served will receive a staff recommendation for the expansion if the charter holder's current data and performance demonstrates all of the following criteria. If the recommendation criteria is met, the amendment will be placed on the consent agenda for consideration at a regularly scheduled Board meeting.

The charter holder has no more than three measures rated Does Not Meet on the Operational Dashboard in each of the current and most recently completed two fiscal years.

The charter holder is not currently on a consent agreement with the Board.

The charter holder has a Summative Financial Performance Rating of "Good Standing" on the Financial Dashboard in the three most recent Fiscal Years for which a Financial Dashboard is available.

AND

If the charter holder has Associated Schools or Associated Charters:

75% or more of all Associated Charters have a Summative Financial Performance Rating of "Good Standing" for the three most recent fiscal years for which a financial dashboard is available.

Each school operated by the charter holder performs at or above the performance of a majority of schools within a two- and five-mile radius of the school's current location or offers a unique program of instruction within a five-mile radius of its current location.

For this metric:

- Schools serving students as brick and mortar programs are compared to other brick and mortar schools serving similar grade levels.
- Schools identified as alternative by the Arizona Department of Education are compared with other schools identified as alternative.
- Schools with an approved Arizona Online Instruction ("AOI") program will be compared to all other AOI programs, regardless of distance.

ALT schools with an approved AOI will be compared to all other ALT schools with an approved AOI.

At least 75% of schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024

AND

75% or more of the schools operated under the contract have maintained or increased their letter grade from the prior year.

If the charter holder has Associated Schools or Associated Charters:

At least 75% of Associated Schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024

AND

75% or more of all Associated Schools have maintained or increased their letter grade from the prior year.

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
Current Grade Levels Served	Confirm that the <i>Current Grade Levels Served</i> accurately identifies the grade levels approved for the charter contract. If not, contact Board staff.
New Grade Levels Served*	Identify the grades to be served after approval of the request. This includes the current grades served, and the new grades that are requested.
Effective Date*	Enter the proposed first day of school for the new grade levels.
Is an Enrollment Cap Increase being added to this request?*	<p>Select a button.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, an Enrollment Cap Increase is being requested.</p> <p>If Yes is checked, please refer to the combined instructions for a Grade Level Change with an Enrollment Cap.</p>
From	Confirm that the <i>From</i> field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
To*	<p>Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.</p> <p>If an increase is indicated, please refer to the combined instructions for a Grade Level Change with an Enrollment Cap.</p>

Attachments

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

Upload the following for an Increase in Grade Levels:

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the increase of grade levels.

Narrative*

Please limit the narrative response to no more than four pages.

Upload a narrative that clearly and concisely responds to the following prompts:

- ☐ Describe the rationale for this request.
 - Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix or Matrices.
 - In the response, specifically consider addressing:
 - The identified need;

- Parent demand;
- Historical enrollment trends;
- Number of returning students that would fill the new grades requested;
- Waitlists;
- Community events (recent school closure or failure, new development, etc.);
- If grades are being requested that don't have a cohort to back fill (i.e. 10th grade is being requested and the school only serves up to 8th grade), explain why the school believes the new grades can be successfully filled and served; and
- Other pertinent information to the reason this request is needed.

☐ Provide a detailed staffing plan responding to the following prompts that is consistent with the Staffing Chart(s) submitted with this request. Describe how staffing will be increased, changed, or restructured to meet the needs of the students in the new grades served.

- Address administrative, instructional, and non-instructional positions that will be created by serving students in new grade levels.
- Discuss how this staffing will result in a complete and qualified staff that meets the specific needs of the students in the population served in the new grade levels.
- If new positions will be created to meet these needs, specifically address those positions and their functions.
- If a new grade band is being added (i.e. adding high school to K-8 or K-6 to a middle/high school), explain how existing staff will be leveraged to ensure success in the new model. Discuss the experience existing staff has in these grade levels, and how hiring and recruitment will ensure that the school is ready to implement these new grades on day one.
- Address the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served in the new grade levels.
- If changes to staffing are not needed, provide an explanation.

☐ Discuss the additional curricular and instructional resources needed for implementation. In the response, be sure to address the following:

- Identify and describe the ways in which curriculum or instruction in the new grades will be similar to and/or different from the curriculum and instructional methodology in use in the currently approved grade levels, and explain the reasons for the differences.
- Describe how these additional resources will allow the charter holder to effectively implement the charter holder's chosen model and instructional strategies (as outlined in the program of instruction on file in the contract) in the new grades.
- If the response indicates that additional/new resources are not needed to add these additional grades, explain why.

☐ (*Adding grades K–8*) Describe a comprehensive process that the school will use to determine grade level promotion consistent with A.R.S. §15-701, and ensure the process includes:

- Clear criteria and conditions for promotion;
- The level of mastery (proficiency) that must be achieved;
- Any and all factors that will be considered;
- The stakeholders involved in the decision-making; and
- The timeframes for this process.

☐ (*Adding grades 9–12*) Provide a menu of course offerings, and describe the following:

- Describe how students will earn credit hours;
- Policy on acceptance of transfer credit;
- Outline the graduation requirements, identifying the number of credits in each content area and electives consistent with State requirements; and
- Explain how the school's graduation requirements will ensure student readiness for college or other postsecondary opportunities.

Occupancy Documentation*

Occupancy documentation must be provided for an increase in grade levels.

Existing Facilities*

For the existing facilities, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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 existing school facilities, 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 or New Facilities (if applicable)

If new construction or new facilities are part of the plan for increasing the grade levels, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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.

Additional Information

Upload each of the following documents:

- Enrollment Matrix
 - 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. The charter holder must use the Board's adopted form.
- Staffing Chart
 - Complete for **each school** operated by the charter, identifying the current and anticipated staffing information for the subsequent three Fiscal Years. The charter holder must use the Board's adopted form.

Upload the following for a Decrease in Grade Levels:***Board Minutes or Board Resolutions****

Board minutes or board resolutions approving or addressing the decrease of grade levels.

Narrative* (Decrease Only)

Please limit the narrative response to no more than two pages.

Upload a narrative that clearly and concisely 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 timeline and methodology that will be used 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.

Administrative Completeness Review

An administratively complete to request to **increase** the grade levels includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Grade level change 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.
- ☐ Occupancy Documentation for all existing school facilities operated by the charter holder:
 - Current Certificate of Occupancy **and** current Fire Marshal's Inspection Report, both approved for educational use.
 - 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.
- ☐ Occupancy Documentation for new construction or new facilities:
 - Current Certificate of Occupancy **and** current Fire Marshal's Inspection Report, both approved for educational use;
 - OR
 - Completed *Occupancy Compliance Assurance and Understanding* form that is signed and dated by the charter representative.
 - 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.*
 - An *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.
- ☐ Narrative
- ☐ Completed Enrollment Matrix for each school operated by the charter holder.
- ☐ Completed Staffing Chart for each school operated by the charter holder.
- ☐ All required forms are submitted on the approved ASBCS template.

An administratively complete to request to **decrease** the grade levels includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Grade level change 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

Substantive Completeness Review

The following checklist will be used to determine substantive completeness for an increase in grade levels. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Evaluation	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and is consistent with the submitted form.
Occupancy Documentation	<input type="checkbox"/> Certificate(s) of Occupancy are current (not expired) and demonstrate(s) that the building(s) are approved for Educational Occupancy. <input type="checkbox"/> Address(es) on the Certificate(s) of Occupancy and Fire Marshal Inspection Report(s) are consistent with the address(es) on file in the charter contract. <input type="checkbox"/> Fire Marshal Inspection Report(s) are the most currently issued report(s) from an entity on the State Fire Marshal's Letter of Appointment list, demonstrate that the facilities were inspected for E Occupancy, and indicate that the facilities passed the inspection. <input type="checkbox"/> If the Certificate of Occupancy and/or Fire Marshal's Inspection Report are not available at time of submission, an Occupancy Compliance Assurance and Understanding Form is submitted and signed by the charter representative. <input type="checkbox"/> Documentation demonstrates capacity that is sufficient to serve the number of students included in the charter holder's current enrollment with the proposed grade level increase.
Rationale (Narrative)	Description includes: <input type="checkbox"/> Rationale for increase that leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrices;; <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Chart (Increase Only)	<input type="checkbox"/> Staffing Chart(s) identify the current and anticipated staffing information for the current and subsequent three Fiscal years for each school operated under the charter contract. <input type="checkbox"/> Staffing Chart(s) include a leadership section for each of the school(s) operated by the charter holder. <input type="checkbox"/> Staffing Chart(s) are completed correctly and accurately. <input type="checkbox"/> Staffing Chart(s) are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.

Staffing Plan (Narrative – Increase Only)	<input type="checkbox"/> Plan describes how the staffing will be increased, changed, or restructured to meet the needs of the additional students served. <input type="checkbox"/> Plan addresses administrative, instructional, and non-instructional positions that will be created by serving additional students. <input type="checkbox"/> Plan discusses how the changes to staffing will result in a complete and qualified staff that meets the needs of the students in the population served. <input type="checkbox"/> Plan addresses the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served. <input type="checkbox"/> If changes to staffing are not needed, the plan describes why there are no needed changes. <input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.
Enrollment Matrix (Increase Only)	<input type="checkbox"/> A completed Enrollment Matrix for the current and subsequent three Fiscal Years for each school operated by the charter holder, detailing the current and targeted number of students per grade level served. <input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Curricular and Instructional Resources (Narrative – Increase Only)	<p>Narrative discusses the additional curricular and instructional resources needed for implementation. This must include:</p> <input type="checkbox"/> Identification and description of how the curriculum or instruction in the new grades will be similar to and/or different from the curriculum and instructional methodology in use in the currently approved grade levels, and explains the reasons for the differences. <input type="checkbox"/> A description of how these resources will allow the charter holder to effectively implement the charter holder’s chosen model and instructional strategies (consistent with the program of instruction in the contract). <input type="checkbox"/> If additional resources are not needed to implement the request, the response explains why <input type="checkbox"/> Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments and the contract.
Clear Criteria for Promotion (Narrative– Adding grades K–8)	<p>Narrative includes:</p> <input type="checkbox"/> Clear criteria and conditions for promotion from one grade level to the next. <input type="checkbox"/> Level of mastery (proficiency) students must obtain to be promoted. <input type="checkbox"/> Any and all factors considered for promotion. <input type="checkbox"/> The stakeholders involved in the decision-making; and <input type="checkbox"/> The timeframes for this process.
Courses and Graduation (Narrative –Adding grades 9–12)	<input type="checkbox"/> A menu of course offerings is provided. <p>Narrative describes the following:</p> <input type="checkbox"/> How students will earn credit hours; <input type="checkbox"/> <input type="checkbox"/> Policy on acceptance of transfer credit;

	<input type="checkbox"/> Graduation requirements that identify the number of credits in each content area and electives consistent with State requirements; and <input type="checkbox"/> How the school's graduation requirements will ensure readiness for college or other postsecondary opportunities.
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The following checklist will be used to determine substantive completeness for a decrease in grade levels. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Evaluation	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and is consistent with the submitted form.
Rationale (Narrative)	Description includes: <input type="checkbox"/> Rationale for the decrease in grade levels <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Student Displacement (Narrative – Decrease Only)	<input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grade levels.
Communication Plan (Narrative – Decrease Only)	<input type="checkbox"/> Narrative describes the timeline and methodology that will be used to communicate the decrease in grade levels to the school community.
Assistance for Displaced Students (Narrative – Decrease Only)	Narrative includes a description of how the charter holder will assist displaced students with the following: <input type="checkbox"/> Identifying other educational options; and <input type="checkbox"/> Enrolling in another school.

Instructional Days Amendment Request

Purpose

The *Instructional Days Amendment Request* is used to increase or decrease the number of instructional days the charter holder provides annually. This may be a permanent change to the charter contract, or a temporary change to the number of contracted instructional days in a specific fiscal year due to unforeseen circumstances (e.g. snow, power outage, roof issue).

*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 may submit an *Instructional Days Amendment Request*.

Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the agenda of a regular Board meeting.

Instructions for the Request

Work through the form in ASBCS Online, 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 are not prepared to submit your form, so that you do not lose your data. See ASBCS website for [form templates](#).

If the charter holder is changing the instructional days for more than one school under its charter, and the number of instructional days will be the same at each school, this change can be submitted in the same Instructional Days Amendment Request.

If the charter holder is changing the instructional days for more than one school under its charter, and the number of instructional days will **not** be the same at each school, separate Instructional Days Amendment Requests must be submitted for each change.

Instructional Days Amendment Request

Form Fields

Field	Instructions
Select School*	Select the school from the list of schools operated under the charter for which the request is being submitted. If the request will be charter-wide, select charter-wide.
From	Confirm that the number in <i>From</i> accurately identifies the instructional days approved for the charter contract. If not, contact Board staff.
To*	Enter the minimum number of instructional days to be provided annually.
Fiscal Year Effective Date*	Enter the proposed fiscal year in which the instructional days change will occur.
Type of Change*	Indicate whether this change is for a single fiscal year or a permanent change.

Attachments

For further information regarding specific documentation requirements, see The Guide and the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

School Calendar*

Provide the school calendar for the fiscal year in which the request will become effective, clearly indicating any days using alternate daily schedules (e.g. early release days). The calendar must be in calendar format, not presented as a list of dates.

Daily Instructional Schedules*

Provide daily instructional schedules for each school identified in the request, clearly identifying instructional and non-instructional periods, for **each grade served**. Include any alternate schedules (e.g. early release days or half days) identified in the school calendar.

Narrative*

Upload a narrative that responds to the following prompts:

- ☐ Describe the rationale for this request.
- ☐ ~~(Permanent Only) Describe how the proposed change to instructional days will improve pupil achievement in the target population served by the charter.~~

Additional Information*

For each school that has submitted a daily instructional schedule, upload the following document:

- Instructional Hours Matrix

- Complete to demonstrate compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served. If more than one school is changing the number of days (to the same amount), then an instructional hours matrix must be submitted for each school.

Administrative Completeness Review

An administratively complete request includes:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change has been approved or addressed by the charter holder (approving board).
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.
- ☐ School Calendar
- ☐ Daily Instructional Schedule (for each school included in the request [and including information for each grade served](#))
- ☐ Narrative, addressing all prompts
- ☐ Instructional Hours Matrix (for each school included in the request)
- ☐ 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	<p>Board Minutes that:</p> <p><input type="checkbox"/> Indicate that the request has been approved and <u>is that are</u> consistent with the submitted form <u>and materials</u>.</p>								
School Calendar	<p>Calendar includes the following:</p> <p><input type="checkbox"/> Current fiscal year dates, including any <u>days with</u> alternate daily schedules (e.g. early release days).</p> <p><input type="checkbox"/> Number of instructional days included on the calendar <u>aligns-is consistent</u> with the <u>minimum</u> number of days indicated in the request.</p>								
Daily Instructional Schedules	<p>Instructional schedules include the following:</p> <p><input type="checkbox"/> Instructional and non-instructional periods for each grade level served; <u>and</u>.</p> <p><input type="checkbox"/> Any alternate daily schedules from the school calendar.</p>								
Rationale (Narrative)	<p>Description includes the following:</p> <p><input type="checkbox"/> Rationale for increase or decrease in instructional days.</p>								
Improved Pupil Achievement (Narrative—Permanent change only)	<p>Description includes the following:</p> <p><input type="checkbox"/> How the change will improve pupil achievement.</p>								
Compliance with A.R.S. §15-901	<p><input type="checkbox"/> An Instructional Hours Matrix is completed for each school included in the request. The hours in the Instructional Hours Matrix must be consistent with the hours calculated using the:</p> <ul style="list-style-type: none"> The number of days of instruction provided (School Calendar), and The daily instructional schedules. <p><input type="checkbox"/> Completed Matrix or Matrices demonstrates compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served, as identified below:</p> <table border="1"> <tbody> <tr> <td>Kindergarten</td><td>356</td></tr> <tr> <td>Grades 1–3</td><td>712</td></tr> <tr> <td>Grades 4–8</td><td>890</td></tr> <tr> <td>High School</td><td>720</td></tr> </tbody> </table>	Kindergarten	356	Grades 1–3	712	Grades 4–8	890	High School	720
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Instructional Days Amendment Request

Purpose

The *Instructional Days Amendment Request* is used to increase or decrease the number of instructional days the charter holder provides annually. This may be a permanent change to the charter contract, or a temporary change to the number of contracted instructional days in a specific fiscal year due to unforeseen circumstances (e.g. snow, power outage, roof issue).

*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 may submit an *Instructional Days Amendment Request*.

Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the agenda of a regular Board meeting.

Instructions for the Request

Work through the form in ASBCS Online, 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 are not prepared to submit your form, so that you do not lose your data. See ASBCS website for [form templates](#).

If the charter holder is changing the instructional days for more than one school under its charter, and the number of instructional days will be the same at each school, this change can be submitted in the same Instructional Days Amendment Request.

If the charter holder is changing the instructional days for more than one school under its charter, and the number of instructional days will **not** be the same at each school, separate Instructional Days Amendment Requests must be submitted for each change.

Form Fields

Field	Instructions
Select School*	Select the school from the list of schools operated under the charter for which the request is being submitted. If the request will be charter-wide, select charter-wide.
From	Confirm that the number in <i>From</i> accurately identifies the instructional days approved for the charter contract. If not, contact Board staff.
To*	Enter the minimum number of instructional days to be provided annually.
Fiscal Year Effective Date*	Enter the proposed fiscal year in which the instructional days change will occur.
Type of Change*	Indicate whether this change is for a single fiscal year or a permanent change.

Attachments

For further information regarding specific documentation requirements, see The Guide and the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions***School Calendar***

Provide the school calendar for the fiscal year in which the request will become effective, clearly indicating any days using alternate daily schedules (e.g. early release days). The calendar must be in calendar format, not presented as a list of dates.

Daily Instructional Schedules*

Provide daily instructional schedules for each school identified in the request, clearly identifying instructional and non-instructional periods, for **each grade served**. Include any alternate schedules (e.g. early release days or half days) identified in the school calendar.

Narrative*

Upload a narrative that responds to the following prompts:

- ☐ Describe the rationale for this request.

Additional Information*

For each school that has submitted a daily instructional schedule, upload the following document:

- Instructional Hours Matrix
 - Complete to demonstrate compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served. If more than one school is changing the number of days (to the same amount), then an instructional hours matrix must be submitted for each school.

Administrative Completeness Review

An administratively complete request includes:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change has been approved or addressed by the charter holder (approving board).
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.
- ☐ School Calendar
- ☐ Daily Instructional Schedule (for each school included in the request and including information for each grade served)
- ☐ Narrative, addressing all prompts
- ☐ Instructional Hours Matrix (for each school included in the request)
- ☐ 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	<p>Board Minutes that:</p> <p><input type="checkbox"/> Indicate that the request has been approved and that are consistent with the submitted form and materials.</p>								
School Calendar	<p>Calendar includes the following:</p> <p><input type="checkbox"/> Current fiscal year dates, including any days with alternate daily schedules (e.g. early release days).</p> <p><input type="checkbox"/> Number of instructional days included on the calendar is consistent with the minimum number of days indicated in the request.</p>								
Daily Instructional Schedules	<p>Instructional schedules include the following:</p> <p><input type="checkbox"/> Instructional and non-instructional periods for each grade level served.</p> <p><input type="checkbox"/> Any alternate daily schedules from the school calendar.</p>								
Rationale (Narrative)	<p>Description includes the following:</p> <p><input type="checkbox"/> Rationale for increase or decrease in instructional days.</p>								
Compliance with A.R.S. §15-901	<p><input type="checkbox"/> An Instructional Hours Matrix is completed for each school included in the request. The hours in the Instructional Hours Matrix must be consistent with the hours calculated using the:</p> <ul style="list-style-type: none"> • The number of days of instruction provided (School Calendar), and • The daily instructional schedules. <p><input type="checkbox"/> Completed Matrix or Matrices demonstrates compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served, as identified below:</p> <table border="1"> <tr> <td>Kindergarten</td><td>356</td></tr> <tr> <td>Grades 1–3</td><td>712</td></tr> <tr> <td>Grades 4–8</td><td>890</td></tr> <tr> <td>High School</td><td>720</td></tr> </table>	Kindergarten	356	Grades 1–3	712	Grades 4–8	890	High School	720
Kindergarten	356								
Grades 1–3	712								
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High School	720								

New School Amendment Request

Purpose

The *New School Amendment Request* is used to add a new charter school to the existing contract. This request must be submitted timely so that it may be processed within the timeframe provided in Rule and implemented before the beginning of a school year. If the school year has started or will start prior to the request being considered by the Board, an amendment request may not be submitted for implementation in the current fiscal year.

The addition of a new school and a change in grade levels served or the 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

To determine whether your charter is eligible to expand, 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. The criteria are found in "Eligibility Criteria" in [The Guide](#).

Board Consideration

A substantively complete amendment request submitted for a new charter school by a charter holder that meets the eligibility criteria shall be placed on the agenda of a regular Board meeting. 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 a charter holder is eligible to submit a request, it must maintain eligibility prior to Board consideration. For information on maintaining eligibility, review the section on "Eligibility Criteria" in [The Guide](#).

If the Board approves a request to add a new school to a charter contract and the *Occupancy Compliance Assurance and Understanding form* is submitted, the request is approved with the condition that the charter holder agrees to provide a Certificate of Occupancy and Fire Marshal's report, each 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 the request to the Board for its approval.

Staff Recommendation

A *New School Amendment Request* will receive a staff recommendation for the expansion if the charter holder's current data and performance demonstrates all of the following criteria. If the recommendation criteria is met, the amendment will be placed on the consent agenda for consideration at a regularly scheduled Board meeting.

The charter holder has no more than three measures rated Does Not Meet on the Operational Dashboard in each of the current and most recently completed two fiscal years.

The charter holder is not currently on a consent agreement with the Board.

The charter holder has a Summative Financial Performance Rating of "Good Standing" on the Financial Dashboard in the three most recent Fiscal Years for which a Financial Dashboard is available.

AND

If the charter holder has Associated Schools or Associated Charters:

75% or more of all Associated Charters have a Summative Financial Performance Rating of "Good Standing" for the three most recent fiscal years for which a financial dashboard is available.

Each school operated by the charter holder performs at or above the performance of a majority of schools within a two- and five-mile radius of the school's current location or offers a unique program of instruction within a five-mile radius of its current location.

AND

Each school operated by the charter holder performs at or above the performance of a majority of schools within a two- and five-mile radius of the proposed school's location OR the proposed school offers a unique program of instruction within a five-mile radius of its current location.

For this metric:

- Schools serving students as brick and mortar programs are compared to other brick and mortar schools serving similar grade levels.
- Schools identified as alternative by the Arizona Department of Education are compared with other schools identified as alternative.
- Schools with an approved Arizona Online Instruction ("AOI") program will be compared to all other AOI programs, regardless of distance.
- ALT schools with an approved AOI will be compared to all other ALT schools with an approved AOI.

At least 75% of schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024

AND

75% or more of the schools operated under the contract have maintained or increased their letter grade from the prior year.

If the charter holder has Associated Schools or Associated Charters:

At least 75% of Associated Schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024 AND 75% or more of all Associated Schools have maintained or increased their letter grade from the prior year.

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
Name of School*	Enter the name of the new school.
Grade levels to be served*	Check the boxes for the grades to be served by the new school. The grades must be currently approved for the charter.
First day of Operation*	Enter the proposed first day of school for the new school.
Physical Address*	Enter the physical street address of the new school.
Physical Phone Number*	Enter the telephone number of the new school.
Physical Fax Number	Enter the fax number of the new school, if applicable.
Mailing Address*	Enter the mailing address of the new school. If it is the same as the physical address, check the box.
Mailing Phone Number*	Enter the telephone number of the Charter Holder.
Mailing Fax Number	Enter the fax number of the Charter Holder.
Governing Body	<p><u>Select a button</u></p> <p><input type="checkbox"/> <u>The governing body members will be the same as the current governing body members for the school(s) already operated by the charter.</u></p> <p><input type="checkbox"/> <u>The school will have a separate governing body. (If this option is chosen, a School Governing Body amendment request will be required prior to the opening of the school.)</u></p>
Instructional Days	<u>Identify the number of instructional days the school will be in session.</u>
Is an Enrollment Cap Increase being added to this request?*	<p>Select a button.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, an Enrollment Cap Increase is being requested.</p> <p><u>If Yes is checked, please refer to the combined instructions for a New School with an Enrollment Cap.</u></p>
From	Confirm that the <i>From</i> field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
To*	Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.

If an increase is indicated, please refer to the combined instructions for a New School **with** an Enrollment Cap.

Is a Grade Level Increase being added to this request?*

☐ No

☐ Yes, a Grade Level Increase is being requested.

If Yes is checked, please refer to the combined instructions for a New School **with** a Grade Level Change.

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 request to add a new charter school to the existing contract.

Occupancy Documentation*

Proposed Facility

For the proposed facility, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing Fire Marshal's Inspection Report, approved for educational use.
- If a Certificate of Occupancy and Fire Marshal's Report are not available for the proposed facility 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 of the proposed 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.
- An *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.

Intent to Lease, Lease Agreement, Proof of Purchase, or Builder Contract*

For the proposed facility, upload a scanned copy of the appropriate documentation. If you are unsure if a document is sufficient to meet this requirement, please contact your assigned Education Program Manager to discuss your options prior to submission.

Fingerprint Clearance Card*

~~Upload a scanned copy of both sides of the valid fingerprint clearance card (FCC) issued by the Arizona Department of Public Safety for the school site administrator.~~

Copy of Current Liability Insurance Coverage*

Upload the appropriate documentation, which must identify the charter holder requesting expansion.

Narrative*

Please limit the narrative response to no more than six pages.

Upload a narrative that clearly and concisely responds to the following prompts:

- ☐ Describe the rationale for this request.
- Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix for the new school.
 - In the response, specifically consider addressing the following as it relates to the new school:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Waitlists at existing schools;
 - Community events (recent school closure or failure, community growth or development, etc.), specifically those in the proposed location of the new school; and
 - Other pertinent information to the reason this request is needed.
- ☐ Provide a detailed staffing plan ~~consistent with~~ responding to the following prompts that is consistent with the 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:
- Describe how staffing will be increased, changed, or restructured to meet the needs of the additional students served at the new school.
 - Address the administrative, instructional, and non-instructional positions that will be created by opening a new school.
 - Discuss how this staffing will result in a complete and qualified staff that meets the needs of the students at the proposed new school and how existing staff will be leveraged to ensure success in the startup of the new school.
 - Address the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the new community served by opening the school.
 - ~~Recruitment;~~
~~Hiring; and~~
~~Training.~~
 - ~~☐ If changes to staffing are not needed, provide an explanation.~~
- ☐ Identify and describe the target student population of the proposed school, ~~and demonstrate demonstrating~~ a clear understanding of the following:
- ~~The students the proposed school intends to serve;~~
 - The A-demographics profile of the population;
 - How the population is similar to, or different from, the population currently served by the schools operating under the charter or in the charter's network;
 - ~~Whether the students will be primarily neighborhood or commuter;~~
 - ~~A demographic profile of the population;~~ Services the school may need to provide for the students likely to enroll; and
 - Current levels of academic performance (e.g. most recent state assessment data, school letter grades); and
 - ~~Needs not currently met for the target population.~~

☐ ~~Describe how the school will provide a quality academic option and/or a unique program of instruction that is currently unavailable to the target population.~~

☐ ~~Identify the number of instructional days the school will be in session.~~

☐ ~~Provide a justification for the enrollment targets identified in each Enrollment Matrix submitted~~ Describe the comprehensive process that will allow the school to meet its enrollment targets, as identified in the New School's Enrollment Matrix. Include:

- ~~Plans for meeting each year's enrollment targets;~~ The timeframes for public communication, advertisement, and enrolling students;
- ~~The number of students that are anticipated to enroll from other schools operated by the charter or schools in the charter's network (if applicable);~~
- ~~Necessary advertising and/or promotion to meet the targets; and~~ The specific manner in which the charter holder will advertise the new school to increase the likelihood of reaching the enrollment targets.

☐ ~~Provide a description of the market analysis that supports~~ Describe how the target area in which the school will be located supports the successful enrollment of the projected student count. Include the following:

- Other educational options available to students in the target area;
- ~~An explanation of need for the school; and~~
- ~~Factual data to support the need~~ How the school will fill a need not currently met for families in the target area; and
- ~~Relevant factual data to support the need.~~

☐ ~~Discuss the curricular and instructional resources needed for implementation.~~

- ~~Identify and describe the ways in which curriculum or instruction at the proposed school will be similar to and/or different from the curriculum and instructional methodology in use in the currently operating school(s), and explain the reasons for the differences.~~
- ~~Describe how these additional resources will allow the charter holder to effectively implement the charter holder's chosen model and instructional strategies (as outlined in the program of instruction on file in the contract) at the new school.~~

~~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.~~

☐ ~~The first payment for a school year is not distributed until August 1st of the Fiscal Year. Explain how the charter holder will manage all expenses, including, but not limited to, those already identified in the staffing and resource components of the narrative. Include the following, as applicable:~~

- ~~Recruiting, hiring, and training employees;~~
- ~~Advertising and/or promoting the school;~~
- ~~Enrolling students;~~
- ~~Purchase of concrete resources;~~
- ~~Facilities; and~~
- ~~Other items as indicated by the request.~~

Additional Information*

Upload each of the following documents:

- Enrollment Matrix
 - Complete the matrix for the proposed **new school**, detailing the targeted number of students served per grade for the first three Fiscal Years. The charter holder must use the Board's adopted form.
- Staffing Chart
 - Complete the chart for the proposed **new school**, identifying the anticipated staffing information for the first three Fiscal Years. The charter holder must use the Board's adopted form.
- ~~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;~~
 - ~~○ A start-up budget detailing all expenditures that cover the start-up plans;~~
 - ~~○ First year operational budget detailing all expenditures that cover the first year of operation; and~~

~~Budget assumptions (see Appendix B of the FPFG) for both budgets reflecting the new school.~~

Administrative Completeness Review

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

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Request to add a new charter school to the existing contract; and to increase the enrollment cap and/ or the grade levels served (if needed) 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.
- ☐ Occupancy Documentation for the proposed school facility:
 - Certificate of Occupancy **and** current Fire Marshal's report, both approved for educational use. OR
 - Completed Occupancy Compliance and Understanding Form that is signed and dated by the charter representative.
 - If the Certificate of Occupancy and/or Fire Marshal's Inspection Report are not provided **OR** do not list the capacity load, provide additional documentation. *Hand-drawn images will not be accepted.*
- ☐ Agricultural Land Regulation Assurance form
- ☐ Intent to Lease, Lease agreement, proof of purchase, or builder contract for proposed school facility.
- ☐ Copy of liability insurance coverage.
- ☒ ~~Copy of valid FCC for school administrator (both sides).~~
- ☐ Narrative
- ☐ Completed Enrollment Matrix for ~~each school operated by the charter holder and~~ the proposed school.
- ☐ Completed Staffing Chart ~~for each school operated by the charter holder and~~ the proposed school.
- ☒ ~~Financial Documentation~~

- ☐ ~~Financial Performance Response~~
- ☐ ~~Start-up budget~~
- ☐ ~~First year operational budget~~
- ☐ ~~Budget assumptions for both budgets~~

☐ 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 will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and is consistent with the submitted form.
Occupancy Documentation	<p><input type="checkbox"/> Certificate(s) of Occupancy are current (not expired) and demonstrate(s) that the building(s) are approved for Educational Occupancy.</p> <p><input type="checkbox"/> Fire Marshal Inspection Report(s) are the most currently issued report(s) from an entity on the State Fire Marshal's Letter of Appointment list, demonstrate that the facilities were inspected for E Occupancy, and indicate that the facilities passed the inspection.</p> <p><input type="checkbox"/> A Certificate of Occupancy and Fire Marshal's Inspection Report for the proposed school facility, both current.</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 (if applicable) enrollment cap increase.</p> <p><input type="checkbox"/> If the Certificate of Occupancy and/or Fire Marshal's Inspection Report are not available at time of submission, an Occupancy Compliance Assurance and Understanding Form is submitted and signed by the charter representative.</p> <p><input type="checkbox"/> Additional documentation shows how the space is sufficient for the number of students requested, if increasing the enrollment cap <u>the charter holder plans to serve in the proposed school.</u></p>
Agricultural Land Regulation Assurance	<input type="checkbox"/> The form is submitted and signed by the charter representative.
Intent to Lease , Lease Agreement, Proof of Purchase, or Builder Contract	<input type="checkbox"/> Documentation demonstrates an agreement for the proposed facility.
Fingerprint Clearance Card	<input type="checkbox"/> Valid FCC for school administrator that does not expire within 60 days after the submission of the request.
Liability Insurance Coverage	<input type="checkbox"/> Copy of current insurance policy includes the charter holder's name as policyholder/insured.
Rationale (Narrative)	<p>Description includes:</p> <p><input type="checkbox"/> Rationale for adding a new school;</p> <p><input type="checkbox"/> Rationale for increase in grade levels and/or enrollment cap; and <u>Rationale for new school leads to the conclusion that enrollment will meet the targets identified</u></p>

	<p><u>in the submitted Enrollment Matrix.</u></p> <p><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
Staffing Chart	<p><input type="checkbox"/> Staffing Chart (s) identifies the current and anticipated staffing information for the subsequent first three Fiscal years.</p> <p><input type="checkbox"/> Staffing Chart (s) includes a leadership section for the school(s) operated by the charter holder and the proposed school.</p> <p><input type="checkbox"/> Staffing Chart is completed correctly and accurately.</p> <p><input type="checkbox"/> Staffing Chart (s) are is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
Staffing Plan (Narrative)	<p><input type="checkbox"/> Plan describes <u>how</u> the charter's staffing, enrollment and target population needs. <input type="checkbox"/> Plan addresses the processes for the needs identified in:</p> <p><input type="checkbox"/> Recruitment;</p> <p><input type="checkbox"/> Hiring; and</p> <p><input type="checkbox"/> Training will be increased, changed, or restructured to meet the needs of the additional students served at the new school.</p> <p><input type="checkbox"/> Plan addresses administrative, instructional, and non-instructional positions that will be created by serving additional students.</p> <p><input type="checkbox"/> Plan discusses how the changes to staffing will result in a complete and qualified staff that meets the needs of the students in the population served.</p> <p><input type="checkbox"/> Plan addresses the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served.</p> <p><input type="checkbox"/> If no changes to staffing, the plan describes why there are no needed changes.</p> <p><input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.</p>
Target Population (Narrative)	<p>Response includes:</p> <p><input type="checkbox"/> Identification <u>and description</u> of the target population;</p> <p><input type="checkbox"/> How the target population is similar to, or different from, the current population served by the charter <u>or in the charter's network</u>; and</p> <p><input type="checkbox"/> Whether the population will be primarily neighborhood or commuter students.</p> <p><input type="checkbox"/> Response provides the target population's: <u>Services the school may need to provide for the students likely to enroll.</u></p> <p><input type="checkbox"/> Demographic profile;</p> <p><input type="checkbox"/> Current levels of academic performance (e.g. <u>AzMERIT most recent state assessment data, school and letter grades</u>); and</p> <p><input type="checkbox"/> Needs not currently met.</p> <p><input type="checkbox"/> Target population information is consistent with information contained in all other applicable narrative prompts and accompanying attachments.</p>

Quality Option or Unique Program of Instruction (Narrative)	<p>Description includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reason(s) the school provides a quality academic option; or <input type="checkbox"/> Reason(s) the school provides a unique program of instruction. <input type="checkbox"/> If both apply, both are addressed. <input type="checkbox"/> How these reasons meet the needs of the target population. <input type="checkbox"/> Description is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Instructional Days (Narrative)	<ul style="list-style-type: none"> <input type="checkbox"/> The number of instructional days is identified.
Enrollment Matrix	<ul style="list-style-type: none"> <input type="checkbox"/> A completed Enrollment Matrix for the current and subsequent<u>first</u> three Fiscal Years for each school operated by the charter holder and the proposed school, detailing the current and targeted number of students per grade level served. <input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Enrollment Justification Process (Narrative)	<p>A justification comprehensive plan to meet<u>for</u> the enrollment targets identified in each the Enrollment Matrix includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>A plan for meeting each year's enrollment targets; and and the timeframes for public communication, advertisement, and enrolling students.</u> <input type="checkbox"/> <u>Necessary advertising and/or promotion to meet the targets; The number of students anticipated to enroll from other schools operated by the charter or schools in the charter's network (if applicable).</u> <input type="checkbox"/> <u>Timeline for enrollment at the proposed school is included and explains how it will be communicated to the public. The specific manner in which the charter holder will advertise the new school to increase the likelihood of reaching the targets.</u> <p>Description of the market analysis includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other educational options available to students in the target area; <input type="checkbox"/> An explanation of need for the school; and <input type="checkbox"/> Factual data to support the need. <p><input type="checkbox"/> Enrollment <u>Justification Process</u> is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
Target Market (Narrative)	<p><u>Narrative describes the target area in which the school will be located.</u></p> <p><u>Identification of other educational options available to students in the target areas.</u></p> <p><u>Explanation of how the school will fill a need not currently met for families in the target area.</u></p> <p><u>Information includes relevant factual data to support the need.</u></p>
Concrete Curricular and Instructional Resources (Narrative)	<p><u>Narrative discusses the additional curricular and instructional resources needed for implementation. This must include:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Identification and description of how the curriculum or instruction in the new grades will be similar to and/or different from the curriculum and instructional methodology in use in the currently approved grade levels, and explains the reasons for the differences.</u> <input type="checkbox"/> <u>A description of how these resources will allow the charter holder to effectively implement the charter holder's chosen model and instructional strategies (consistent with the program of instruction in the contract).</u>

~~Concrete resources are identified for the following areas:~~

~~☐ Curriculum; and/ or~~

~~☐ Assessment; and/ or~~

~~☐ Instruction.~~

~~☐ Rationale includes why these resources are needed, or why additional resources are not needed to implement the request.~~

☐ Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments and the contract.

New School Amendment Request

Purpose

The *New School Amendment Request* is used to add a new charter school to the existing contract. This request must be submitted timely so that it may be processed within the timeframe provided in Rule and implemented before the beginning of a school year. If the school year has started or will start prior to the request being considered by the Board, an amendment request may not be submitted for implementation in the current fiscal year.

The addition of a new school and a change in grade levels served or the 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

To determine whether your charter is eligible to expand, 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. The criteria are found in "Eligibility Criteria" in [The Guide](#).

Board Consideration

A substantively complete amendment request submitted for a new charter school by a charter holder that meets the eligibility criteria shall be placed on the agenda of a regular Board meeting. 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 a charter holder is eligible to submit a request, it must maintain eligibility prior to Board consideration. For information on maintaining eligibility, review the section on "Eligibility Criteria" in [The Guide](#).

If the Board approves a request to add a new school to a charter contract and the *Occupancy Compliance Assurance and Understanding form* is submitted, the request is approved with the condition that the charter holder agrees to provide a Certificate of Occupancy and Fire Marshal's report, each 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 the request to the Board for its approval.

Staff Recommendation

A *New School Amendment Request* will receive a staff recommendation for the expansion if the charter holder's current data and performance demonstrates all of the following criteria. If the recommendation criteria is met, the amendment will be placed on the consent agenda for consideration at a regularly scheduled Board meeting.

The charter holder has no more than three measures rated Does Not Meet on the Operational Dashboard in each of the current and most recently completed two fiscal years.

The charter holder is not currently on a consent agreement with the Board.

The charter holder has a Summative Financial Performance Rating of "Good Standing" on the Financial Dashboard in the three most recent Fiscal Years for which a Financial Dashboard is available.

AND

If the charter holder has Associated Schools or Associated Charters:

75% or more of all Associated Charters have a Summative Financial Performance Rating of "Good Standing" for the three most recent fiscal years for which a financial dashboard is available.

Each school operated by the charter holder performs at or above the performance of a majority of schools within a two- and five-mile radius of the school's current location or offers a unique program of instruction within a five-mile radius of its current location.

AND

Each school operated by the charter holder performs at or above the performance of a majority of schools within a two- and five-mile radius of the proposed school's location OR the proposed school offers a unique program of instruction within a five-mile radius of its current location.

For this metric:

- Schools serving students as brick and mortar programs are compared to other brick and mortar schools serving similar grade levels.
- Schools identified as alternative by the Arizona Department of Education are compared with other schools identified as alternative.
- Schools with an approved Arizona Online Instruction ("AOI") program will be compared to all other AOI programs, regardless of distance.
- ALT schools with an approved AOI will be compared to all other ALT schools with an approved AOI.

At least 75% of schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024

AND

75% or more of the schools operated under the contract have maintained or increased their letter grade from the prior year.

If the charter holder has Associated Schools or Associated Charters:

At least 75% of Associated Schools operated under the charter received an "A" or "B" letter grade in FY2022, FY2023, and FY2024 AND 75% or more of all Associated Schools have maintained or increased their letter grade from the prior year.

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
Name of School*	Enter the name of the new school.
Grade levels to be served*	Check the boxes for the grades to be served by the new school. The grades must be currently approved for the charter.
First day of Operation*	Enter the proposed first day of school for the new school.
Physical Address*	Enter the physical street address of the new school.
Physical Phone Number*	Enter the telephone number of the new school.
Mailing Address*	Enter the mailing address of the new school. If it is the same as the physical address, check the box.
Mailing Phone Number*	Enter the telephone number of the Charter Holder.
Governing Body	<p>Select a button</p> <p><input type="checkbox"/> The governing body members will be the same as the current governing body members for the school(s) already operated by the charter.</p> <p><input type="checkbox"/> The school will have a separate governing body. (If this option is chosen, a School Governing Body amendment request will be required prior to the opening of the school.)</p>
Instructional Days	Identify the number of instructional days the school will be in session.
Is an Enrollment Cap Increase being added to this request?*	<p>Select a button.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, an Enrollment Cap Increase is being requested.</p> <p>If Yes is checked, please refer to the combined instructions for a New School with an Enrollment Cap.</p>
From	Confirm that the <i>From</i> field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
To*	<p>Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.</p> <p>If an increase is indicated, please refer to the combined instructions for a New School with an Enrollment Cap.</p>

Is a Grade Level Increase being added to this request?*

☐ No

☐ Yes, a Grade Level Increase is being requested.

If Yes is checked, please refer to the combined instructions for a New School **with** a Grade Level Change.

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 request to add a new charter school to the existing contract.

Occupancy Documentation*

Proposed Facility

For the proposed facility, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing Fire Marshal's Inspection Report, approved for educational use.
- If a Certificate of Occupancy and Fire Marshal's Report are not available for the proposed facility 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 of the proposed 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.
- An *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.

Intent to Lease, Lease Agreement, Proof of Purchase, or Builder Contract*

For the proposed facility, upload a scanned copy of the appropriate documentation. If you are unsure if a document is sufficient to meet this requirement, please contact your assigned Education Program Manager to discuss your options prior to submission.

Copy of Current Liability Insurance Coverage*

Upload the appropriate documentation, which must identify the charter holder requesting expansion.

Narrative*

Please limit the narrative response to no more than six pages.

Upload a narrative that clearly and concisely responds to the following prompts:

- ☐ Describe the rationale for this request.

- Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix for the new school.
 - In the response, specifically consider addressing the following as it relates to the new school:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Waitlists at existing schools;
 - Community events (recent school closure or failure, community growth or development, etc.), specifically those in the proposed location of the new school; and
 - Other pertinent information to the reason this request is needed.
- ☐ Provide a detailed staffing plan responding to the following prompts that is consistent with the Staffing Chart submitted with this request.
- Describe how staffing will be increased, changed, or restructured to meet the needs of the additional students served at the new school.
 - Address the administrative, instructional, and non-instructional positions that will be created by opening a new school.
 - Discuss how this staffing will result in a complete and qualified staff that meets the needs of the students at the proposed new school and how existing staff will be leveraged to ensure success in the startup of the new school.
 - Address the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the new community served by opening the school.
- ☐ Identify and describe the target student population of the proposed school, demonstrating a clear understanding of the following:
- The demographics of the population;
 - How the population is similar to, or different from, the population currently served by the schools operating under the charter or in the charter's network;
 - Services the school may need to provide for the students likely to enroll; and
 - Current levels of academic performance (e.g. most recent state assessment data, school letter grades).
- ☐ Describe the comprehensive process that will allow the school to meet its enrollment targets, as identified in the New School's Enrollment Matrix. Include:
- The timeframes for public communication, advertisement, and enrolling students;
 - The number of students that are anticipated to enroll from other schools operated by the charter or schools in the charter's network (if applicable);
 - The specific manner in which the charter holder will advertise the new school to increase the likelihood of reaching the enrollment targets.
- ☐ Describe how the target area in which the school will be located supports the successful enrollment of the projected student count. Include the following:
- Other educational options available to students in the target area;
 - How the school will fill a need not currently met for families in the target area; and
 - Relevant factual data to support the need.
- ☐ Discuss the curricular and instructional resources needed for implementation.

- Identify and describe the ways in which curriculum or instruction at the proposed school will be similar to and/or different from the curriculum and instructional methodology in use in the currently operating school(s), and explain the reasons for the differences.
- Describe how these additional resources will allow the charter holder to effectively implement the charter holder's chosen model and instructional strategies (as outlined in the program of instruction on file in the contract) at the new school.

Additional Information*

Upload each of the following documents:

- Enrollment Matrix
 - Complete the matrix for the proposed **new school**, detailing the targeted number of students served per grade for the first three Fiscal Years. The charter holder must use the Board's adopted form.
- Staffing Chart
 - Complete the chart for the proposed **new school**, identifying the anticipated staffing information for the first three Fiscal Years. The charter holder must use the Board's adopted form.

Administrative Completeness Review

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

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Request to add a new charter school to the existing contract; and to increase the enrollment cap and/ or the grade levels served (if needed) 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.
- ☐ Occupancy Documentation for the proposed school facility:
 - Certificate of Occupancy **and** current Fire Marshal's report, both approved for educational use. OR
 - Completed Occupancy Compliance and Understanding Form that is signed and dated by the charter representative.
 - If the Certificate of Occupancy and/or Fire Marshal's Inspection Report are not provided **OR** do not list the capacity load, provide additional documentation. *Hand-drawn images will not be accepted.*
- ☐ Agricultural Land Regulation Assurance form
- ☐ Intent to Lease, Lease agreement, proof of purchase, or builder contract for proposed school facility.
- ☐ Copy of liability insurance coverage.
- ☐ Narrative
- ☐ Completed Enrollment Matrix for the proposed school.
- ☐ Completed Staffing Chart the proposed school.
- ☐ 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 will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and is consistent with the submitted form.
Occupancy Documentation	<input type="checkbox"/> Certificate(s) of Occupancy are current (not expired) and demonstrate(s) that the building(s) are approved for Educational Occupancy. <input type="checkbox"/> Fire Marshal Inspection Report(s) are the most currently issued report(s) from an entity on the State Fire Marshal's Letter of Appointment list, demonstrate that the facilities were inspected for E Occupancy, and indicate that the facilities passed the inspection. <input type="checkbox"/> If the Certificate of Occupancy and/or Fire Marshal's Inspection Report are not available at time of submission, an Occupancy Compliance Assurance and Understanding Form is submitted and signed by the charter representative. <input type="checkbox"/> Additional documentation shows how the space is sufficient for the number of students the charter holder plans to serve in the proposed school.
Agricultural Land Regulation Assurance	<input type="checkbox"/> The form is submitted and signed by the charter representative.
Intent to Lease, Lease Agreement, Proof of Purchase, or Builder Contract	<input type="checkbox"/> Documentation demonstrates an agreement for the proposed facility.
Liability Insurance Coverage	<input type="checkbox"/> Copy of current insurance policy includes the charter holder's name as policyholder/insured.
Rationale (Narrative)	Description includes: <input type="checkbox"/> Rationale for adding a new school; <input type="checkbox"/> Rationale for new school leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix. <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Chart	<input type="checkbox"/> Staffing Chart identifies the anticipated staffing information for the first three Fiscal years. <input type="checkbox"/> Staffing Chart includes a leadership section for the proposed school. <input type="checkbox"/> Staffing Chart is completed correctly and accurately. <input type="checkbox"/> Staffing Chart is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.

Staffing Plan (Narrative)	<input type="checkbox"/> Plan describes how the staffing will be increased, changed, or restructured to meet the needs of the additional students served at the new school. <input type="checkbox"/> Plan addresses administrative, instructional, and non-instructional positions that will be created by serving additional students. <input type="checkbox"/> Plan discusses how the changes to staffing will result in a complete and qualified staff that meets the needs of the students in the population served. <input type="checkbox"/> Plan addresses the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served. <input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.
Target Population (Narrative)	<p>Response includes:</p> <input type="checkbox"/> Identification and description of the target population; <input type="checkbox"/> How the target population is similar to, or different from, the current population served by the charter or in the charter's network; and Services the school may need to provide for the students likely to enroll. <input type="checkbox"/> Current levels of academic performance (e.g. most recent state assessment data, school letter grades). <input type="checkbox"/> Target population information is consistent with information contained in all other applicable narrative prompts and accompanying attachments.
Enrollment Matrix	<input type="checkbox"/> A completed Enrollment Matrix for the first three Fiscal Years for the proposed school, detailing the targeted number of students per grade level served. <input type="checkbox"/> Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Enrollment Process (Narrative)	<p>A comprehensive plan to meet the enrollment targets identified in the Enrollment Matrix includes:</p> <input type="checkbox"/> The timeframes for public communication, advertisement, and enrolling students. <input type="checkbox"/> The number of students anticipated to enroll from other schools operated by the charter or schools in the charter's network (if applicable). <input type="checkbox"/> The specific manner in which the charter holder will advertise the new school to increase the likelihood of reaching the targets. <input type="checkbox"/> Enrollment Process is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Target Market (Narrative)	<p>Narrative describes the target area in which the school will be located. Identification of other educational options available to students in the target areas. Explanation of how the school will fill a need not currently met for families in the target area. Information includes relevant factual data to support the need.</p>

**Curricular and
Instructional
Resources (Narrative)**

Narrative discusses the additional curricular and instructional resources needed for implementation. This must include:

- ☐ Identification and description of how the curriculum or instruction in the new grades will be similar to and/or different from the curriculum and instructional methodology in use in the currently approved grade levels, and explains the reasons for the differences.
- ☐ A description of how these resources will allow the charter holder to effectively implement the charter holder's chosen model and instructional strategies (consistent with the program of instruction in the contract).
- ☐ Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments and the contract.

School Governing Body Amendment Request

Purpose

The *School Governing Body Amendment Request* should be completed if there is a change to the members of the school governing body. This form should only be used if the charter holder and school governing body are NOT the same. If the Charter Holder and school governing body are the same, a Charter Holder Governance Amendment Request Form must be submitted.

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 Governing Body Amendment Request*. However, if the charter holder's boards are one and the same, this request should not be submitted (see above).

Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the agenda of a regular Board meeting.

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 are not prepared to submit your form, so that you do not lose your data. See ASBCS website for [form templates](#).

Form Fields

Field	Instructions
Current Governing Body	Select the school in which the changes should be made.
For the School: (All Schools of the Charter Holder or Select Specific School)	Confirm that the governing board members for the selected school are current.
New Governing Body* (Add or Removing Governing Body Members)	Click the drop down menu under "Type" and select the type of Governing Body Member. Name/Number: Type in the new member's name. If the name of the governing body member or members is not known, use the Name/Number box to indicate the number of each type of governing body member (e.g. two parent members). Then click on "Add Member". Repeat this process for each individual being added.

School Governing Body Amendment Request

New Governing Body*

Add Governing Body Members

Type:

School Staff ▼

Name/Number:

2

Add Member

Enter the type and name of each governing body member. If you don't know the names of your governing body members, use the name field to indicate the number of each type of member.

Under the “Removing Governing Body Members” heading, click on the “Choose a Member” drop down menu. Select the Governing Body Member you wish to remove and then click on “Remove Member”. Repeat this process for each individual being removed.

Email Address*

[Enter each new individual's email address.](#)

Attachments

For further information regarding specific documentation requirements, see The Guide and the administrative and substantive completeness requirements following this section.

Board Minutes or Board Resolutions*

Declarations*

- A PDF of the completed Declaration of Associated Charters (ASBCS required template) for each individual being added.
- A separate, PDF of a completed Declaration of Payment, Benefit, or Consideration (ASBCS required template) for **each** individual being added or removed.
- A PDF of the completed Declaration of Consistency (ASBCS required template).

Administrative Completeness Review

An administratively complete request includes:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change in governance has been approved or addressed by the charter holder (approving board).
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.
- ☐ Completed Declaration of Associated Charters form for each individual being added.
- ☐ Completed Declarations of Payment, Benefit, or Consideration form for each individual being added or removed.
- ☐ Declaration of Consistency signed by the charter representative that lists each individual being added and/or removed.
- ☐ 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 will either be deemed acceptable or not acceptable.

Review	Criteria
Form	<input type="checkbox"/> The form properly identifies who is being added and/or removed in the request.
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Declarations	<input type="checkbox"/> Forms are properly completed and consistent with other information provided in the request.

School Governing Body Amendment Request

Purpose

The *School Governing Body Amendment Request* should be completed if there is a change to the members of the school governing body. This form should only be used if the charter holder and school governing body are NOT the same. If the Charter Holder and school governing body are the same, a Charter Holder Governance Amendment Request Form must be submitted.

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 Governing Body Amendment Request*. However, if the charter holder's boards are one and the same, this request should not be submitted (see above).

Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the agenda of a regular Board meeting.

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 are not prepared to submit your form, so that you do not lose your data. See ASBCS website for [form templates](#).

Form Fields

Field	Instructions
Current Governing Body	Select the school in which the changes should be made.
For the School: (All Schools of the Charter Holder or Select Specific School)	Confirm that the governing board members for the selected school are current.
New Governing Body* (Add or Removing Governing Body Members)	Click the drop down menu under "Type" and select the type of Governing Body Member. Name/Number: Type in the new member's name. If the name of the governing body member or members is not known, use the Name/Number box to indicate the number of each type of governing body member (e.g. two parent members). Then click on "Add Member". Repeat this process for each individual being added.

School Governing Body Amendment Request

New Governing Body*

Add Governing Body Members

Type:

School Staff

Name/Number:

2

Add Member

Enter the type and name of each governing body member. If you don't know the names of your governing body members, use the name field to indicate the number of each type of member.

Under the “Removing Governing Body Members” heading, click on the “Choose a Member” drop down menu. Select the Governing Body Member you wish to remove and then click on “Remove Member”. Repeat this process for each individual being removed.

Email Address*

Enter each new individual's email address.

Attachments

For further information regarding specific documentation requirements, see The Guide and the administrative and substantive completeness requirements following this section.

Board Minutes or Board Resolutions*

Declarations*

- A PDF of the completed Declaration of Associated Charters (ASBCS required template) for each individual being added.
- A separate, PDF of a completed Declaration of Payment, Benefit, or Consideration (ASBCS required template) for **each** individual being added or removed.
- A PDF of the completed Declaration of Consistency (ASBCS required template).

Administrative Completeness Review

An administratively complete request includes:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change in governance has been approved or addressed by the charter holder (approving board).
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.
- ☐ Completed Declaration of Associated Charters form for each individual being added.
- ☐ Completed Declarations of Payment, Benefit, or Consideration form for each individual being added or removed.
- ☐ Declaration of Consistency signed by the charter representative that lists each individual being added and/or removed.
- ☐ 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 will either be deemed acceptable or not acceptable.

Review	Criteria
Form	<input type="checkbox"/> The form properly identifies who is being added and/or removed in the request.
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Declarations	<input type="checkbox"/> Forms are properly completed and consistent with other information provided in the request.

School Location Amendment Request

Purpose

The *School Location Amendment Request* is used if the charter holder needs to change a charter school's physical address currently on file with the Board.

When the school's physical location has not changed, it is not necessary to file this request to change the school's mailing address or phone/fax numbers on file with the Board. Instead, the authorized charter representative should send an email to the charter holder's assigned Education Program Manager providing the new information, and including board minutes or a board resolution (if applicable), indicating the change has been approved.

*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 Location Amendment Request*.

Board Consideration

A substantively complete amendment request to change the school's location may be considered for approval by the Executive Director or may be placed on the agenda of a regular Board meeting.

Instructions for the Request

Work through the form in ASBCS Online, 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 are not prepared to submit your form, so that you do not lose your data. See ASBCS website for [required templates](#).

Form Fields

Field	Instructions
Select School*	Choose the button for the school that the Charter Holder is requesting to move to a new location.
Current Address, Phone Number, and Fax Number	This information will prepopulate based on the school that is chosen in the previous step.
New Address, Phone Number, and Fax Number*	Check all boxes that apply to this request.
Effective Date of Change*	Identify the date on which the change is intended to be implemented.
New Physical Address	Identify the new address at which the school will be operating, including the street address, city, state, zip, phone, and fax number.

New Mailing Address If this information is the same as the physical address, check the “Same as new physical address” box. If not, identify the new address at which the school will be receiving mail, including the street address, city, state, zip, phone, and fax number.

Is an Enrollment Cap Increase being added to this request? Select a button.
☐ No ☐ Yes, an Enrollment Cap Increase is being requested.
[If yes is selected, the charter holder should be using the *School Location with an Enrollment Cap Increase* instructions.](#)

Attachments

For further information regarding specific documentation requirements, see The Guide and the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the change to the physical address currently on file with the Board for the school.

Occupancy Documentation

If the school operates using Arizona Online Instruction, please contact your assigned Education Program Manager for additional guidance on this section prior to submission.

For the proposed facility, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use.
- A current, passing 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.
 - If a Certificate of Occupancy and/or Fire Marshal’s Report are not available at the time of submission, an *Occupancy Compliance Assurance and Understanding* form, signed by a Charter Representative, may be submitted in their place.
- **Lease Agreement, Proof of Purchase, or Builder Contract**
For the proposed facility, upload a scanned copy of the appropriate documentation.
- **Copy of Current Liability Insurance Coverage**
Upload the appropriate documentation, which must identify the charter holder requesting expansion.
- **Agricultural Land Regulation Assurance**
Upload a completed *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.

Narrative

If the school operates using Arizona Online Instruction, please contact your assigned Education Program Manager for additional guidance on this section prior to submission.

Upload a narrative that responds to the following prompts:

- ☐ Provide the rationale for this request.

- Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix.
- In the response, specifically consider addressing the following as it relates to the new location:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Waitlists at existing schools;
 - Community events (recent school closure or failure, community growth or development, etc.), specifically those in the proposed location of the new school; and
 - Other pertinent information to the reason this request is needed.

☐ ~~Provide a justification for the enrollment targets identified in each Enrollment Matrix submitted. Include: A description of the market analysis that supports the successful enrollment of the projected student count that addresses:~~

~~Other educational options available to students in the target area.~~

~~An explanation of need for the school.~~

~~Factual data to support the need.~~

~~The timeline for communicating the location change to enrolled families and enrollment at the proposed location, and explain the process for communicating to the public.~~

☐ If the school is moving **more than** 5 miles from its current location, respond to the following:

- Discuss the percentage of students from the previous location that have committed to/are projected to remain enrolled at the new location. Include the following:
 - The percent of students that the charter holder projects will remain enrolled at the school after relocation.
 - The factual data that supports this projection.
 - The plan for ensuring/managing the transition of these students to the new location.
- Identify and describe the target student population the school will serve at the proposed new location. Demonstrate a clear understanding of the following:
 - ~~The students the school intends to serve.~~ The demographics of the population;
 - How the population is similar to, or different from, the population currently served by the school(s) operating under the charter at its current location;
 - ~~Whether the students will be primarily neighborhood or commuter.~~
 - ~~A demographic profile of the population~~ Services the school may need to provide for the students likely to enroll; and.
 - Current levels of academic performance (e.g. most recent state assessment data, school letter grades).

Additional Information

- Enrollment Matrix
 - Complete the matrix for the **school** experiencing a location change for the current and next three years.

Administrative Completeness Review

An administratively complete request includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes
 - Approve the change to the physical address of the school currently on file with the Board for a charter school.
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.
- ☐ Occupancy Documentation for the proposed school facility:
 - Certificate of Occupancy and current Fire Marshal's report, both approved for educational use; OR
 - Completed *Occupancy Compliance and Understanding* form that is signed and dated by the Charter Representative.
 - Capacity Documentation if this information is not included on the Certificate of Occupancy and/or Fire Marshal's report.
- ☐ Lease agreement, proof of purchase, or builder contract for proposed school facility.
- ☐ Copy of liability insurance coverage.
- ☐ *Agricultural Land Regulation Assurance* form, signed and dated by the charter representative.
- ☐ Narrative
- ☐ Completed Enrollment Matrix for the school experiencing a location change.
- ☐ 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
Form	<input type="checkbox"/> The form properly identifies the change in address or contact information for the proposed school facility.
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and the approval is consistent with the submitted form.
Occupancy Documentation (for proposed facility)	<input type="checkbox"/> Certificate of Occupancy; and Fire Marshal's Inspection Report are passing, current, and valid. <input type="checkbox"/> If the Certificate of Occupancy or Fire Marshal's Inspection Report are not available at the time of submission, an Occupancy Compliance Assurance and Understanding Form is submitted and signed by the charter representative. <input type="checkbox"/> If neither displays building capacity, additional documentation demonstrates capacity that is in alignment with the charter holder's current enrollment cap. <input type="checkbox"/> Additional documentation shows how the space is sufficient for the number of students requested.
Lease Agreement, Proof of Purchase, or Builder Contract	<input type="checkbox"/> Documentation demonstrates an agreement for the proposed facility.
Liability Insurance	<input type="checkbox"/> Copy of current insurance policy includes the charter holder's name as

School Location Amendment Request

Coverage	policyholder/insured.
Agricultural Land Regulation Assurance	<input type="checkbox"/> The form is accurately completed, submitted, and signed by the charter representative.
Rationale (Narrative)	<input type="checkbox"/> Description Rationale leads to the conclusion that enrollment at the new location will meet the targets identified in the submitted Enrollment Matrix includes the following: <input type="checkbox"/> Rationale sufficiently addresses the criteria. Rationale for relocating the school. <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Enrollment Matrix	<input type="checkbox"/> A completed Enrollment Matrix for the school experiencing a location change for the current and next three years. <input type="checkbox"/> The Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Enrollment Targets (Narrative) Timeline for Communication (Narrative)	Response includes: Description of enrollment is consistent with the targets identified in the Enrollment Matrix submitted. <input type="checkbox"/> The timeline for communicating the location change to enrolled families and explains the process for communicating to the public. <input type="checkbox"/> Description of the market analysis includes: <input type="checkbox"/> Other educational options available to students in the target area. <input type="checkbox"/> An explanation of need for the school. <input type="checkbox"/> Factual data to support the need. <input type="checkbox"/> Timeline for enrollment at the school is included and explains how it will be communicated to the public.
Reenrollment Percentage (Narrative — More than 5 miles only)	Response includes: <input type="checkbox"/> The percent of students that the charter holder projects will remain enrolled at the school after relocation. <input type="checkbox"/> The factual data that supports this projection. <input type="checkbox"/> The plan for <u>ensuring/managing</u> the transition of these students to the new location.
Target Population (Narrative — More than 5 miles only)	Response includes: <input type="checkbox"/> Identification of the target population. <u>The demographics of the population.</u> <input type="checkbox"/> How the target population is similar to, or different from, the current population served by the <u>charter school at its current location.</u> <input type="checkbox"/> <u>Services the school may need to provide for the students likely to enroll; and.</u> Whether the population will be primarily neighborhood or commuter students. Response provides the target population's: <input type="checkbox"/> Demographic profile. <input type="checkbox"/> Current levels of academic performance (e.g. state assessment data and letter grades). <input type="checkbox"/> Target population information is consistent with information contained in all other applicable narrative prompts and accompanying attachments.

School Location Amendment Request

Purpose

The *School Location Amendment Request* is used if the charter holder needs to change a charter school's physical address currently on file with the Board.

When the school's physical location has not changed, it is not necessary to file this request to change the school's mailing address or phone/fax numbers on file with the Board. Instead, the authorized charter representative should send an email to the charter holder's assigned Education Program Manager providing the new information, and including board minutes or a board resolution (if applicable), indicating the change has been approved.

*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 Location Amendment Request*.

Board Consideration

A substantively complete amendment request to change the school's location may be considered for approval by the Executive Director or may be placed on the agenda of a regular Board meeting.

Instructions for the Request

Work through the form in ASBCS Online, 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 are not prepared to submit your form, so that you do not lose your data. See ASBCS website for [required templates](#).

Form Fields

Field	Instructions
Select School*	Choose the button for the school that the Charter Holder is requesting to move to a new location.
Current Address, Phone Number, and Fax Number	This information will prepopulate based on the school that is chosen in the previous step.
New Address, Phone Number, and Fax Number*	Check all boxes that apply to this request.
Effective Date of Change*	Identify the date on which the change is intended to be implemented.

School Location Amendment Request

New Physical Address

Identify the new address at which the school will be operating, including the street address, city, state, zip, phone, and fax number.

New Mailing Address

If this information is the same as the physical address, check the “Same as new physical address” box. If not, identify the new address at which the school will be receiving mail, including the street address, city, state, zip, phone, and fax number.

Is an Enrollment Cap Increase being added to this request?

Select a button.

☐ No

☐ Yes, an Enrollment Cap Increase is being requested.

If yes is selected, the charter holder should be using the *School Location with an Enrollment Cap Increase* instructions.

Attachments

For further information regarding specific documentation requirements, see The Guide and the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the change to the physical address currently on file with the Board for the school.

Occupancy Documentation

If the school operates using Arizona Online Instruction, please contact your assigned Education Program Manager for additional guidance on this section prior to submission.

For the proposed facility, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use.
- A current, passing 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.
 - If a Certificate of Occupancy and/or Fire Marshal’s Report are not available at the time of submission, an *Occupancy Compliance Assurance and Understanding* form, signed by a Charter Representative, may be submitted in their place.
- **Lease Agreement, Proof of Purchase, or Builder Contract**
For the proposed facility, upload a scanned copy of the appropriate documentation.
- **Copy of Current Liability Insurance Coverage**
Upload the appropriate documentation, which must identify the charter holder requesting expansion.
- **Agricultural Land Regulation Assurance**
Upload a completed *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.

Narrative

If the school operates using Arizona Online Instruction, please contact your assigned Education Program Manager for additional guidance on this section prior to submission.

Upload a narrative that responds to the following prompts:

- ☐ Provide the rationale for this request.
 - Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix.
 - In the response, specifically consider addressing the following as it relates to the new location:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Waitlists at existing schools;
 - Community events (recent school closure or failure, community growth or development, etc.), specifically those in the proposed location of the new school; and
 - Other pertinent information to the reason this request is needed.
- ☐ Provide the timeline for communicating the location change to enrolled families and explain the process for communicating to the public.
- ☐ If the school is moving **more than** 5 miles from its current location, respond to the following:
 - Discuss the percentage of students from the previous location that have committed to/are projected to remain enrolled at the new location. Include the following:
 - The percent of students that the charter holder projects will remain enrolled at the school after relocation.
 - The factual data that supports this projection.
 - The plan for managing the transition of these students to the new location.
 - Identify and describe the target student population the school will serve at the proposed new location. Demonstrate a clear understanding of the following:
 - The demographics of the population;
 - How the population is similar to, or different from, the population currently served by the school at its current location;
 - Services the school may need to provide for the students likely to enroll; and
 - Current levels of academic performance (e.g. most recent state assessment data, school letter grades).

Additional Information

- Enrollment Matrix
 - Complete the matrix for the **school** experiencing a location change for the current and next three years.

Administrative Completeness Review

An administratively complete request includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ Board Minutes
 - Approve the change to the physical address of the school currently on file with the Board for a charter school.
 - Approving board aligns with what is currently on file with ASBCS.
 - Board minutes comply with Open Meeting Law (if applicable).
 - Board resolution if the approving board is not subject to Open Meeting Law.
- ☐ Occupancy Documentation for the proposed school facility:
 - Certificate of Occupancy and current Fire Marshal's report, both approved for educational use; OR
 - Completed *Occupancy Compliance and Understanding* form that is signed and dated by the Charter Representative.
 - Capacity Documentation if this information is not included on the Certificate of Occupancy and/or Fire Marshal's report.
- ☐ Lease agreement, proof of purchase, or builder contract for proposed school facility.
- ☐ Copy of liability insurance coverage.
- ☐ *Agricultural Land Regulation Assurance* form, signed and dated by the charter representative.
- ☐ Narrative
- ☐ Completed Enrollment Matrix for the school experiencing a location change.
- ☐ 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
Form	<input type="checkbox"/> The form properly identifies the change in address or contact information for the proposed school facility.
Board Minutes	<input type="checkbox"/> Board minutes indicate that the request has been approved and the approval is consistent with the submitted form.
Occupancy Documentation (for proposed facility)	<input type="checkbox"/> Certificate of Occupancy; and Fire Marshal's Inspection Report are passing, current, and valid. <input type="checkbox"/> If the Certificate of Occupancy or Fire Marshal's Inspection Report are not available at the time of submission, an Occupancy Compliance Assurance and Understanding Form is submitted and signed by the charter representative. <input type="checkbox"/> If neither displays building capacity, additional documentation demonstrates capacity that is in alignment with the charter holder's current enrollment cap. <input type="checkbox"/> Additional documentation shows how the space is sufficient for the number of students requested.

School Location Amendment Request

Lease Agreement, Proof of Purchase, or Builder Contract	<input type="checkbox"/> Documentation demonstrates an agreement for the proposed facility.
Liability Insurance Coverage	<input type="checkbox"/> Copy of current insurance policy includes the charter holder's name as policyholder/insured.
Agricultural Land Regulation Assurance	<input type="checkbox"/> The form is accurately completed, submitted, and signed by the charter representative.
Rationale (Narrative)	<input type="checkbox"/> Rationale leads to the conclusion that enrollment at the new location will meet the targets identified in the submitted Enrollment Matrix <input type="checkbox"/> Rationale sufficiently addresses the criteria. <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Enrollment Matrix	<input type="checkbox"/> A completed Enrollment Matrix for the school experiencing a location change for the current and next three years. <input type="checkbox"/> The Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Timeline for Communication (Narrative)	Response includes: <input type="checkbox"/> The timeline for communicating the location change to enrolled families and explains the process for communicating to the public.
Reenrollment Percentage (Narrative — More than 5 miles only)	Response includes: <input type="checkbox"/> The percent of students that the charter holder projects will remain enrolled at the school after relocation. <input type="checkbox"/> The factual data that supports this projection. <input type="checkbox"/> The plan for managing the transition of these students to the new location.
Target Population (Narrative — More than 5 miles only)	Response includes: <input type="checkbox"/> The demographics of the population. <input type="checkbox"/> How the target population is similar to, or different from, the current population served by the school at its current location. <input type="checkbox"/> Services the school may need to provide for the students likely to enroll; and. <input type="checkbox"/> Current levels of academic performance (e.g. state assessment data and letter grades). <input type="checkbox"/> Target population information is consistent with information contained in all other applicable narrative prompts and accompanying attachments.

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.

A change in grades served is 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*, provided the grade levels are approved at the Charter Holder level.

Board Consideration

A substantively complete amendment request to 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.

If the Board approves a request to increase in the grades served at a school and the *Occupancy Compliance Assurance and Understanding form* is submitted, the request 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 the school specific change in grades request to the Board for its approval.

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 are not prepared to submit your form, so that you do not lose your data.

Form Fields

Field	Instructions
Select School*	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.
Current Grades Served	Confirm that the current grades served accurately identifies the grade levels currently served at the school. If not, contact the Board office.
New Grade Levels Served*	Identify the grades to be served after approval of the request. <u>This includes the current grades served, and the new grades that are requested.</u>
Effective Date*	Enter the proposed first day of school for the new grades (this change cannot

occur mid-year).

Is an Enrollment Cap Increase being added to this request?

Select a button.

☐ No

☐ Yes, an Enrollment Cap Increase is being requested.

If Yes is checked, please refer to the combined instructions for a Change in Grades **with** an Enrollment Cap.

From:

Confirm that the *From* field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.

To:

Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.

If an increase is indicated, please refer to the combined instructions for a Change in Grades **with** an Enrollment Cap.

Attachments

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

Upload the following for an Increase in Grade Served at the School:

*Board Minutes or Board Resolutions**

Board minutes or board resolutions approving or addressing the increase in the grades served at a particular school.

*Narrative**

Please limit the narrative response to no more than four pages.

Upload a narrative that clearly and concisely responds to the following prompts:

☐ Describe the rationale for this request.

- Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix or Matrices.
- In the response, specifically consider addressing:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Number of returning students that would fill the new grades requested;
 - Waitlists;
 - Community events (recent school closure or failure, new development, etc.); and
 - Other pertinent information to the reason this request is needed.

☐ Provide a detailed staffing plan responding to the following prompts that is consistent with each the 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.

- Describe how staffing will be increased, changed, or restructured to meet the needs of the students in the new grades served.
 - Address administrative, instructional, and non-instructional positions that will be created by serving students in new grade levels.
 - Discuss how this staffing will result in a complete and qualified staff that meets the specific needs of the students in the population served in the new grade levels.
 - If new positions will be created to meet these needs, specifically address those positions and their functions.
- Address the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served in the new grade levels.
- ☐ 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 resourcesDiscuss the additional curricular and instructional resources ,if any, needed for implementation. In the response, be sure to address the following:

- 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. The specific materials that will be needed to serve the students in the new grades, including specific curriculum, technology, or other necessary items.
- If the response indicates that additional/new resources are not needed to add these additional grades, explain why.

Occupancy Documentation

Occupancy documentation must be provided for both an increase in grade levels.

Existing Facilities

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

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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 or New Facilities (if applicable)

If new construction or new facilities are part of the plan for adding grades, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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.

Additional Information

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. The charter holder must use the Board's adopted form.
- 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. The charter holder must use the Board's adopted form.

Upload the following for a Decrease in Grades Served at the School:

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the decrease in the grades served at a particular school.

Narrative*

Please limit the narrative response to no more than two pages.

Upload a narrative that clearly and concisely 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-timeline and methodology that will be used 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.

Administrative Completeness Review

An administratively complete request to increase grades includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ 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
- ☐ Occupancy Documentation for the existing school facilities and new construction.
 - 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.

An administratively complete request to grades includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ 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

Substantive Completeness Review

The following checklist will be used to determine substantive completeness for a request to increase grades. 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)	<p>Description includes:</p> <p><input type="checkbox"/> Rationale for the change in grade levels served at the school; and at that leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix.</p> <p><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
Staffing Chart (Increase Only)	<p><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.</p> <p><input type="checkbox"/> Staffing Chart includes a leadership section for the school for which the request is being submitted.</p> <p><input type="checkbox"/> <u>Staffing Chart is completed correctly and accurately.</u></p> <p><input type="checkbox"/> Staffing Chart(s) is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
Staffing Plan (Narrative—Increase Only)	<p><input type="checkbox"/> <u>Plan describes how the staffing will be increased, changed, or restructured to meet the needs of the additional students served. the charter's staffing, enrollment and target population needs.</u></p> <p><input type="checkbox"/> <u>Plan addresses administrative, instructional, and non-instructional positions that will be created by serving additional students.</u></p> <p><input type="checkbox"/> <u>Plan discusses how the changes to staffing will result in a complete and qualified staff that meets the needs of the students in the population served.</u></p> <p><input type="checkbox"/> <u>If new positions will be created to meet these needs, specifically address those positions and their functions.</u></p> <p><input type="checkbox"/> <u>Plan addresses the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served.</u></p> <p><input type="checkbox"/> Plan describes the charter's staffing, enrollment and target population needs.</p> <p><input type="checkbox"/> Plan addresses the processes for the needs identified in:</p> <div style="margin-left: 40px;"> <p><input type="checkbox"/> Recruitment;</p> <p><input type="checkbox"/> Hiring; and</p> <p><input type="checkbox"/> Training.</p> </div> <p><input type="checkbox"/> If changes to staffing are not needed, the plan provides an explanation.</p> <p><input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.</p>
Enrollment Matrix (Increase Only)	<p><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.</p> <p><input type="checkbox"/> The Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
Enrollment Justification (Narrative—Increase Only)	<p>A justification for the enrollment targets identified in each Enrollment Matrix includes:</p> <div style="margin-left: 40px;"> <p><input type="checkbox"/> A plan for meeting each year's enrollment targets;</p> <p><input type="checkbox"/> Necessary advertising and/or promotion (if applicable);</p> <p><input type="checkbox"/> Number of returning students; and</p> <p><input type="checkbox"/> Anticipated new student enrollment.</p> </div> <p><input type="checkbox"/> Enrollment Justification is consistent with information contained in all applicable</p>

School Specific Change in Grades Served Amendment Request

	narrative prompts and accompanying attachments.
Curricular and Instructional Resources (Narrative - Increase Only)	<p><u>Narrative discusses the additional curricular and instructional resources needed for implementation. This must include:</u></p> <p><input type="checkbox"/> <u>The specific materials that will be needed to serve the students in the new grades, including specific curriculum, technology, or other necessary items.</u></p> <p><u>Concrete resources are identified for the following areas:</u></p> <p><input type="checkbox"/> <u>Curriculum; and/or</u></p> <p><input type="checkbox"/> <u>Assessment; and/or</u></p> <p><input type="checkbox"/> <u>Instruction.</u></p> <p><input type="checkbox"/> <u>Rationale includes why these resources are needed, or why additional resources are not needed to implement the request. If additional resources are not needed to implement the addition of new grades, the response explains why.</u></p> <p><input type="checkbox"/> <u>Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments.</u></p>
Occupancy Documentation	<p><input type="checkbox"/> <u>Certificate(s) of Occupancy are current (not expired) and demonstrate(s) that the building(s) are approved for Educational Occupancy.</u></p> <p><input type="checkbox"/> <u>Address(es) on the Certificate(s) of Occupancy and Fire Marshal Inspection Report(s) are consistent with the address(es) on file in the charter contract for the school adding grades.</u></p> <p><input type="checkbox"/> <u>Fire Marshal Inspection Report(s) are the most currently issued report(s) from an entity on the State Fire Marshal's Letter of Appointment list, demonstrate that the facilities were inspected for E Occupancy, and indicate that the facilities passed the inspection.</u></p> <p><input type="checkbox"/> <u>Current Certificate of Occupancy and current Fire Marshal's Inspection Report for existing facilities.</u></p> <p><input type="checkbox"/> <u>Documentation demonstrates capacity that is sufficient to serve the number of students included in the charter holder's current enrollment at the school with the proposed increase in grades served. 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.</u></p> <p><input type="checkbox"/> <u>Additional documentation shows how the space is sufficient for the number of students requested.</u></p>

The following checklist will be used to determine substantive completeness for a request to **decrease** grades. 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)	<p>Description includes:</p> <p><input type="checkbox"/> Rationale for the <u>change-decrease</u> in grade levels served at the school</p> <p><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative</p>

	prompt responses and accompanying attachments.
Number of Students (Narrative—Decrease Only)	<input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grades.
Communication Plan (Narrative—Decrease Only)	<p>Response describes:</p> <p><input type="checkbox"/> A plan to communicate the decrease in grades to the school community.<u>The timeline and methodology that will be used to communicate the decrease in grades to the school community.</u></p> <p><input type="checkbox"/> How the charter holder will assist displaced students with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifying other educational options; and <input type="checkbox"/> Enrolling in another school.

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.

A change in grades served is 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*, provided the grade levels are approved at the Charter Holder level.

Board Consideration

A substantively complete amendment request to 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.

If the Board approves a request to increase in the grades served at a school and the *Occupancy Compliance Assurance and Understanding form* is submitted, the request 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 the school specific change in grades request to the Board for its approval.

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 are not prepared to submit your form, so that you do not lose your data.

Form Fields

Field	Instructions
Select School*	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.
Current Grades Served	Confirm that the current grades served accurately identifies the grade levels currently served at the school. If not, contact the Board office.
New Grade Levels Served*	Identify the grades to be served after approval of the request. <u>This includes the current grades served, and the new grades that are requested.</u>

School Specific Change in Grades Served Amendment Request

Effective Date*	Enter the proposed first day of school for the new grades (this change cannot occur mid-year).
Is an Enrollment Cap Increase being added to this request?	Select a button. <input type="checkbox"/> No <input type="checkbox"/> Yes, an Enrollment Cap Increase is being requested. If Yes is checked, please refer to the combined instructions for a Change in Grades with an Enrollment Cap.
From:	Confirm that the <i>From</i> field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
To:	Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified. If an increase is indicated, please refer to the combined instructions for a Change in Grades with an Enrollment Cap.

Attachments

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

Upload the following for an Increase in Grade Served at the School:

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the increase in the grades served at a particular school.

Narrative*

Please limit the narrative response to no more than four pages.

Upload a narrative that clearly and concisely responds to the following prompts:

- ☐ Describe the rationale for this request.
 - Ensure that the rationale leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix or Matrices.
 - In the response, specifically consider addressing:
 - The identified need;
 - Parent demand;
 - Historical enrollment trends;
 - Number of returning students that would fill the new grades requested;
 - Waitlists;
 - Community events (recent school closure or failure, new development, etc.); and
 - Other pertinent information to the reason this request is needed.
- ☐ Provide a detailed staffing plan responding to the following prompts that is consistent with the Staffing Chart submitted with this request.
 - Describe how staffing will be increased, changed, or restructured to meet the needs of the students in the new grades served.

- Address administrative, instructional, and non-instructional positions that will be created by serving students in new grade levels.
 - Discuss how this staffing will result in a complete and qualified staff that meets the specific needs of the students in the population served in the new grade levels.
 - If new positions will be created to meet these needs, specifically address those positions and their functions.
 - Address the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served in the new grade levels.
 - If changes to staffing are not needed, provide an explanation.
- ☐ Discuss the additional curricular and instructional resources needed for implementation. In the response, be sure to address the following:
- The specific materials that will be needed to serve the students in the new grades, including specific curriculum, technology, or other necessary items.
 - If the response indicates that additional/new resources are not needed to add these additional grades, explain why.

Occupancy Documentation

Occupancy documentation must be provided for both an increase in grade levels.

Existing Facilities

For the existing facilities, clearly label and provide the following documents, **for the school adding grades**, in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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 or New Facilities (if applicable)

If new construction or new facilities are part of the plan for adding grades, clearly label and provide the following documents in the upload area:

- A current, valid Certificate of Occupancy, approved for educational use, **and**
- A current, passing 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.

Additional Information

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. The charter holder must use the Board's adopted form.
- 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. The charter holder must use the Board's adopted form.

Upload the following for a Decrease in Grades Served at the School:

Board Minutes or Board Resolutions*

Board minutes or board resolutions approving or addressing the decrease in the grades served at a particular school.

Narrative*

Please limit the narrative response to no more than two pages.

Upload a narrative that clearly and concisely 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 timeline and methodology that will be used 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.

Administrative Completeness Review

An administratively complete request to **increase** grades includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ 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
- ☐ Occupancy Documentation for the existing school facilities and new construction.
 - 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 Staffing Chart for the school for which the request is being submitted.
- ☐ All required forms are submitted on the approved ASBCS template.

An administratively complete request to **decrease** grades includes the following:

- ☐ The Charter Holder is in compliance per the Board's Compliance Check Policy.
- ☐ 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

Substantive Completeness Review

The following checklist will be used to determine substantive completeness for a request to increase grades. 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: <input type="checkbox"/> Rationale for the change in grade levels served at the school that leads to the conclusion that enrollment will meet the targets identified in the submitted Enrollment Matrix. <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Chart (Increase Only)	<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. <input type="checkbox"/> Staffing Chart includes a leadership section for the school for which the request is being submitted. <input type="checkbox"/> Staffing Chart is completed correctly and accurately. <input type="checkbox"/> Staffing Chart(s) is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Plan (Narrative—Increase Only)	<input type="checkbox"/> Plan describes how the staffing will be increased, changed, or restructured to meet the needs of the additional students served. <input type="checkbox"/> Plan addresses administrative, instructional, and non-instructional positions that will be created by serving additional students.

School Specific Change in Grades Served Amendment Request

	<input type="checkbox"/> Plan discusses how the changes to staffing will result in a complete and qualified staff that meets the needs of the students in the population served. <input type="checkbox"/> If new positions will be created to meet these needs, specifically address those positions and their functions. <input type="checkbox"/> Plan addresses the process of onboarding and training newly hired staff to ensure fidelity to the program offered by the school and to meet the unique needs of the students in the population served. <input type="checkbox"/> If changes to staffing are not needed, the plan provides an explanation. <input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.
Enrollment Matrix (Increase Only)	<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. <input type="checkbox"/> The Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Curricular and Instructional Resources (Narrative - Increase Only)	<p>Narrative discusses the additional curricular and instructional resources needed for implementation. This must include:</p> <input type="checkbox"/> The specific materials that will be needed to serve the students in the new grades, including specific curriculum, technology, or other necessary items. <input type="checkbox"/> If additional resources are not needed to implement the addition of new grades, the response explains why. <input type="checkbox"/> Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments.
Occupancy Documentation	<input type="checkbox"/> Certificate(s) of Occupancy are current (not expired) and demonstrate(s) that the building(s) are approved for Educational Occupancy. <input type="checkbox"/> Address(es) on the Certificate(s) of Occupancy and Fire Marshal Inspection Report(s) are consistent with the address(es) on file in the charter contract for the school adding grades. <input type="checkbox"/> Fire Marshal Inspection Report(s) are the most currently issued report(s) from an entity on the State Fire Marshal's Letter of Appointment list, demonstrate that the facilities were inspected for E Occupancy, and indicate that the facilities passed the inspection. <input type="checkbox"/> Documentation demonstrates capacity that is sufficient to serve the number of students included in the charter holder's current enrollment at the school with the proposed increase in grades served.

The following checklist will be used to determine substantive completeness for a request to **decrease** grades. 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)	<p>Description includes:</p> <input type="checkbox"/> Rationale for the decrease in grade levels served at the school <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.

Number of Students (Narrative—Decrease Only)	<input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grades.
Communication Plan (Narrative—Decrease Only)	Response describes: <input type="checkbox"/> The timeline and methodology that will be used to communicate the decrease in grades to the school community. <input type="checkbox"/> How the charter holder will assist displaced students with: <ul style="list-style-type: none"> <input type="checkbox"/> Identifying other educational options; and <input type="checkbox"/> Enrolling in another school.