

Arizona Online Instruction Program Amendment Request

Purpose

The *Arizona Online Instruction Program Amendment Request* is used to change the delivery methods for grade levels currently approved to include the provision of specifically online courses or the provision of a comprehensive offering of courses that would constitute an online school under A.R.S §15-808, for the grades currently approved for the charter. The request must be submitted timely so that it may be processed within the timeframe provided in Rule and implemented before the beginning of the school year. If the school year has started or will start prior to the request being considered by the Board, this amendment request may not be submitted for implementation during the current fiscal year. The addition of an AOI is not effective until approved by the Board.

Determining Eligibility

To determine whether your charter is eligible to expand using the Amendment Process, review the academic performance of the school(s) currently operated by the Charter Holder. The expansion process is open to any charter holder if 75% or more of its schools eligible to receive an Overall Rating have an Overall Rating of “Meets Standard”, “Above Standard”, or “Exceeds Standard” in the most recent year.

Fee

In accordance with A.R.S.§15-183 (X), a non-refundable AOI Amendment Request processing fee in the form of a check or money order must be mailed or hand delivered to the Board’s office. A separate \$3,000 is required for each grade category. Grade categories consist of elementary (K-8), high school (7-12), and/or course provider only. Amendments that include multiple Learning Management Systems or curriculum providers will be evaluated separately and could require an additional fee. Board staff will not process any request until the processing fee is received.

Board Consideration

A substantively complete notification request submitted by a charter holder may 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 (see page 5 of The Guide) may result in a delay in consideration of the request.

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
Change To*	Select the description that accurately identifies whether the AOI program will be implemented as a new school or addition of online courses.

Course Content Areas*	Select the core subjects and grade categories that will be served through the AOI school or program.
Name of Proposed AOI School or Program*	Enter the name of the AOI School or Program.
Proposed Grade Levels of AOI School or Program*	Check the boxes for the grades to be served by the new school or program. These grades must be currently approved for the charter.
Name of AOI School or Program Administrator*	Enter the full name of the administrator.
Administrator's Email Address*	Enter the administrator's email address.
Mailing Address*	Enter the mailing address of the AOI School or Program.
Mailing Phone Number*	Enter the telephone number of the AOI School or Program.
Mailing Fax Number*	Enter the fax number of the AOI School or Program.
Physical Address	Enter the street address of the AOI program if participation in the AOI School or Program will require the student to appear physically and on a regular basis to a facility for the purpose of completing AOI coursework. If same as the mailing address, check the box.
Physical Phone Number	Enter the telephone number of the AOI School or Program.
Physical Fax Number	Enter the fax number of the AOI School or Program, if applicable.
Physical Location Approval	<p>If the physical location is not a previously approved physical location under the current charter contract, submit facility documentation, including:</p> <ul style="list-style-type: none"> • A Certificate of Occupancy, approved for educational use, and • A current Fire Marshal's Inspection Report, approved for educational use. • If the Certificate of Occupancy and/or Fire Marshal's Inspection Report do not list the capacity load of the facility, provide additional documentation (e.g. floor plans with classroom square footage, architectural drawings clearly indicating internal building dimensions) to document capacity. Hand-drawn images will not be accepted. • If a Certificate of Occupancy and/or Fire Marshal's Report are not available at the time of submission, an <i>Occupancy Compliance Assurance and Understanding</i> form, signed by a charter representative, may be submitted in its place.

Attachments

For further information regarding specific documentation requirements, see pages 6–15 of The Guide and the substantive completeness requirements found on page 4 of these instructions.

Formatting Requirements (specific to this request): All documents uploaded for this request must follow these specific formatting requirements:

- Each document must have a **Footer** including the document title, the name of the Charter Holder, the page number, and the total number of pages in the document.

For example:

Section 5—Safe Research

Charter Prep, Inc.

Page 2 of 4

- Fonts must be no less than **11 point**.
- All required information must be included in the narratives or attachments. Information contained in a link to an external document or website will not be considered in the evaluation of this amendment request.
- Any supporting charts, graphs, and tables must be uploaded in the Appendix area and referenced in the narrative.

Once the files have been uploaded and saved, view each one to confirm it is the document and version you wish to submit.

Sections 1-10*

Upload a clear, specific, and concise response to the prompts for each section based on the specific directions, available by clicking the “Download & Read Directions” link under each section.

Appendix

- Upload any supporting charts, graphs, and/or tables referenced in the narrative.
- Financial Documentation (Only for charter holders not meeting the Financial Performance Eligibility Requirements—see page 6 of The Guide):
 - Upload the financial performance response as described in Appendix C of the FPPG;
 - A start-up budget;
 - First-year operational budget; and
 - Budget assumptions for the new school.

Board Minutes*

Upload evidence that the proposed change has been approved by the Charter Holder.

Fingerprint Clearance Card *

Upload a scanned copy of both sides of the valid fingerprint clearance card issued by the Arizona Department of Public Safety for the AOI program or school site administrator.

Administrative Completeness Review

An administratively complete request includes the following:

- Physical Location Approval Documentation (if applicable)
 - 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
- Uploads included for all sections (1–10)
- Financial Documentation (if applicable)
 - Financial Performance Response
 - Start-up budget
 - First-year operational budget
 - Budget assumptions
- Board Minutes
 - Comply with Open Meeting Law (if applicable)
 - Board aligns with what is currently on file with ASBCS
- Copy of Fingerprint Clearance Card for AOI program or school administrator (both sides)

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	Board Minutes that: <ul style="list-style-type: none"> <input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.
Sections 1-10	The substantive review for this amendment is conducted by Rio Salado using the AOI Scoring Rubric posted on the ASBCS website. For more information on the substantive requirements, review the AOI Scoring Rubric.