Arizona Online Instruction Program Amendment Request

Purpose

The *Arizona Online Instruction Program Amendment Request* ("AOI") is used to change the delivery methods 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.

*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" in The Guide.

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 amendment request submitted by a charter holder 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.

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. ☐ The addition of a probationary online school under A.R.S. §15-808 providing a comprehensive program of instruction for grade levels as approved in the charter and specified on the Cover Page. ☐ The addition of online courses under A.R.S. §15-808 for grade levels as approved in the charter and specified on the Cover Page in the following content areas each of which satisfies a minimum competency requirement (elementary school) or a credit toward graduation (high school).
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 for the physical address of the AOI School or Program, if applicable.
Physical Fax Number	Enter the fax number for the physical address of the AOI School or Program, if applicable.
Physical Location Approval	If the physical location is not a previously approved physical location under the current charter contract and/ or the 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, submit facility documentation, including: • 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 *Occupancy Compliance Assurance and Understanding* form, signed by a charter representative, may be submitted in its place. • An *Agricultural Land Regulation Assurance and Understanding* form, signed by a charter representative. • Lease agreement, proof of purchase, or builder contract for the proposed facility. • Copy of current liability insurance coverage, which must identify the charter holder requesting expansion.
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 AOI program or school site administrator.

Attachments

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

Formatting Requirements:
All documents uploaded for this request must follow these specific 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 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.

Board Minutes or Board Resolutions*
Board minutes or Board Resolutions approving or addressing the change of delivery methods 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.

Physical Location Approval Documentation
- A current Certificate of Occupancy, approved for educational use, **and**
- A current Fire Marshal's Inspection Report, approved for educational use.
- If the Certificate of Occupancy and/or Fire Marshal's Inspection Report do not list the capacity load of the 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.
- An *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.
- 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.
- Upload the appropriate documentation showing current liability insurance coverage, identifying the charter holder.
- Upload a scanned copy of the lease agreement, proof of purchase, or builder contract for the facility.

Administrative Completeness Review

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

- ☐ Physical Location Approval Documentation
    - ☐ 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.*
    - ☐ *Agricultural Land Regulation Assurance and Understanding* form, signed and dated by the charter representative.
    - ☐ Lease agreement, proof of purchase, or builder contract for proposed AOI facility
    - ☐ Copy of liability insurance coverage
- ☐ Uploads included for all sections (1–10)
- ☐ Financial Documentation
    - ☐ Financial Performance Response
    - ☐ Start-up budget
    - ☐ First-year operational budget
    - ☐ Budget assumptions for both budgets
- ☐ Board Minutes or Board Resolutions that provide evidence that the:
    - ☐ The change of delivery methods was 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;
    - ☐ 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.
- ☐ Copy of valid FCC for AOI program or school administrator (both sides)
- ☐ Fee for each grade category
- ☐ 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	☐ Board minutes indicate that the request has been approved and is consistent with the submitted form.
Sections 1-10	The substantive review of sections 1-10 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](#).
Physical Location Approval Documentation (for	☐ The Certificate of Occupancy and Fire Marshal's Inspection Report are current for the school facility.

brick-and-mortar location)	☐ If neither displays occupancy, additional documentation demonstrates capacity that is in alignment with the charter holder's current enrollment cap. Hand drawn images will not be accepted. ☐ 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. ☐ Additional documentation shows how the space is sufficient for the number of students requested. ☐ Lease agreement, proof of purchase, or builder contract demonstrates an agreement for the proposed facility. ☐ Copy of current insurance policy (liability insurance coverage) includes the charter holder's name as policyholder/insured.
Fingerprint Clearance Card	☐ Valid FCC for program or school administrator that does not expire within the 60 days after the submission of the request.

Financial Documentation (if applicable)	☐ 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".
	
	 ☐ Start-up Budget
	
	     ☐ Details all expenditures that cover the start-up plan
	
	 ☐ First-Year Operational Budget
	
	     ☐ Details all expenditures that cover the first year of operation and all expenses described in the request
	
	     ☐ Ensures revenues cover expenses
	
	     ☐ If revenues do not cover expenses, the budget assumptions provide a detailed description of how it will not negatively affect the charter holder's overall financial performance.
	
	 ☐ Budget Assumptions
	
	     ☐ Demonstrate through the assumptions that the amounts listed for each line item in both budgets are viable and adequate.
	
	 ☐ Budgets and Assumptions are consistent with information contained in all other applicable narrative prompts and accompanying attachments.