

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.

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.

AOI Review Process

The AOI Program request follows a similar process to other amendment requests, as outlined in The Guide, with additional levels of review conducted by an external AOI evaluation team. The review process is as follows:

1. Administrative Review is conducted by Board staff.
2. Substantive Review of Curriculum Alignment Documents is conducted by Board staff.
3. Substantive review of sections 1-10 is conducted by Rio Salado using the AOI Scoring Rubric.
4. If Substantively Incomplete, feedback is provided to the charter holder.
5. The charter holder makes necessary revisions to submitted documentation based on feedback from Board staff and/or Rio Salado.
6. Substantive Review of revised submission by Board staff and/or Rio Salado.
7. Charter holder demonstration of Learning Management System and Safe Research with Rio Salado.

8. Determination is made as to whether amendment is Substantively Complete and forwarded for Board consideration. Substantively Incomplete submissions are not forwarded to the Board for consideration.
9. If the request is approved, the charter holder shall submit the following information for the administrator no less than 10 days prior to the first day the AOI begins serving students.
 - a. Full name of AOI school/program site administrator
 - b. AOI school/program site administrator’s email
 - c. 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

Board Consideration

A substantively complete amendment 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 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*	<p>Select the description that accurately identifies whether the AOI program will be implemented as a new school or addition of online courses.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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).</p>
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	Check the boxes for the grades to be served by the new school or program. These

AOI School or Program*	grades must be currently approved for the charter.
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	<p>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:</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. • An <i>Agricultural Land Regulation Assurance and Understanding</i> form, signed by a charter representative. • Lease agreement, proof of purchase, or builder contract for the proposed facility at the identified location. • Copy of current liability insurance coverage, which must identify the charter holder requesting expansion.

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.

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- 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.

1. Introduction:
 - Narrative including:
 - a. Needs Analysis
 - b. Educational Philosophy
 - c. Summary of Instructional Program
 - d. Implementation
 - e. Leadership
 - f. Accessibility
 - g. Enrollment
 - Required exhibits:
 - a. Enrollment Matrix for the proposed AOI
 - b. Staffing Chart for the proposed AOI
2. Curriculum Choices:
 - Narrative addressing required prompts.
 - Required exhibits:
 - a. Documentation demonstrating alignment to Arizona’s Academic Standards and content and skills to be taught for a full academic year
 - b. A comprehensive list of course offerings with descriptions
3. Educational Delivery Methodologies (narrative)
4. Safeguards (narrative)

5. Safe Research (narrative)
6. Confidentiality (narrative)
7. Teacher Selection and Training (narrative)
8. Community Partnerships (narrative)
9. Services Offered to Students with Disabilities (narrative)
10. Policies and Procedures (narrative)

Appendix

Upload any supporting charts, graphs, and/or tables referenced in the narrative.

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.

Physical Location Approval Documentation (if applicable)

- 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 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 (if applicable)
 - 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 at the identified location
 - Copy of liability insurance coverage

- Uploads included for all sections (1–10)
 - Introduction (narrative) including Needs Analysis, Educational Philosophy, Summary of Instructional Program, Implementation, Leadership, Accessibility, and Enrollment sections.
 - Enrollment Matrix
 - Staffing Chart
 - Curriculum Choices:
 - Narrative
 - Documentation demonstrating alignment to Arizona’s Academic Standards and content and skills to be taught for a full academic year
 - A comprehensive list of course offerings with descriptions
 - Educational Delivery Methodologies (narrative)
 - Safeguards (narrative)
 - Safe Research (narrative)
 - Confidentiality (narrative)
 - Teacher Selection and Training (narrative)
 - Community Partnerships (narrative)
 - Services Offered to Students with Disabilities (narrative)
 - Policies and Procedures (narrative)
- All Necessary Appendices uploaded
 - Any supporting charts, graphs, and/or tables referenced in the narrative (if applicable)
- 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.
- 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	<input type="checkbox"/> 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 primarily 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.
Enrollment Matrix	<input type="checkbox"/> A completed Enrollment Matrix for the current and subsequent three Fiscal Years for the proposed AOI, detailing the 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.

<p>Staffing Chart</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staffing Chart(s) identify the anticipated staffing information for the subsequent three Fiscal years. <input type="checkbox"/> Staffing Chart(s) include a leadership section for the proposed school. <input type="checkbox"/> Staffing Chart(s) are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
<p>Physical Location Approval Documentation (for brick-and-mortar location)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Certificate of Occupancy and Fire Marshal’s Inspection Report are current for the school facility. <input type="checkbox"/> 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. <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 requested. <input type="checkbox"/> Lease agreement, proof of purchase, or builder contract demonstrates an agreement for the proposed facility at the identified location. <input type="checkbox"/> Copy of current insurance policy (liability insurance coverage) includes the charter holder’s name as policyholder/insured.

Section 1 - Introduction

The Introduction must be specific, concise, and provide the reader with a sense of the educational intent of the school/program and a rationale for that intent.

Required Exhibits:

- Enrollment Matrix
- Staffing Chart

The following elements must be included in the narrative:

Needs Analysis: Provide an explanation of the need or interest for the proposed school's/program's model for the selected community/population to be served. Include a description of the community, or the target population, and explain how the selected community/target population will benefit from the school/program.

Educational Philosophy: Identify the principles or concepts fundamental to the proposed school's/program's instructional strategies.

Summary of Instructional Program: Describe the design of courses, delivery methods, and inclusion of course offerings beyond core requirements.

Implementation: Describe how the AOI school/program will be integrated within the current school system (i.e., duties, operational procedures, staff, events, or activities).

Leadership: List and describe the roles, responsibilities and experience of those that oversee the development, implementation, assessment, and accountability of the program.

Accessibility: Describe the accessibility of AOI courses and any limitations in access for your target population. Specify the technology requirements the student will need to access AOI courses including bandwidth requirements.

Enrollment: Describe what measures will be taken to ensure all enrolled students reside in Arizona. Describe how the AOI school/program will monitor students concurrently enrolled in the AOI and another school and what the AOI school/program will do to ensure a shared apportionment of no more than 1.0. Include who is or who will be responsible for monitoring student enrollment.

Section 2 – Curriculum Choices

Describe the depth and breadth of curriculum choices and demonstrate a clear alignment to Arizona State Standards.

Required exhibits:

- Documentation demonstrating proposed /adopted curriculum alignment to Arizona Academic Standards (i.e. Curriculum Map, Scope and Sequence, Pacing Guides) **and** demonstrating content and skills to be taught for a full academic year.
- A list of course offerings with descriptions

The narrative and required exhibits provided in Section 2 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- The AOI school/program provides documentation of an explicit, written curriculum for core content areas that is aligned with Arizona academic standards, to include:
 - Evidence of curriculum alignment with state academic standards for core content areas and grade levels within an academic year.
 - Evidence of content and skills to be taught for each grade level and/ or content area.
- The AOI school/program offers a comprehensive academic program that provides the minimum course of study and competency requirements for each grade, including addressing the requirements to promote from 8th grade and/or high school graduation requirements (based on cohort year) for the identified student population.
- The AOI school/program offers concurrent, dual, Honors, or AP credit. (Note: required for high school only)
- The course offerings and content prepare students for post-secondary success in the world of work, technical school or college. (Note: required for high school only)

Section 3 – Educational Delivery Methodologies

Describe the variety of educational methodologies employed by the school/program and the means of addressing the unique needs and learning styles of targeted pupil populations.

Section 3 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- The AOI school/program’s educational methodology includes computer assisted learning systems, virtual classrooms, virtual laboratories, electronic field trips, electronic mail, virtual tutoring, online help desk, group chat sessions and non-computer based activities performed under the direction of a qualified teacher.
- Various learning styles (including, but not limited to visual, auditory, and kinesthetic) are addressed in the delivery methods.
- A detailed explanation of the types of modifications that can be made within the course management systems to support individual student needs is provided.
- Methods provide synchronous and asynchronous support to AOI students.
- Selected methodologies exhibit knowledge of current online delivery best practices and the ability to implement and evaluate these practices.

Section 4 – Safeguards

Describe the availability of an intranet or private network to safeguard pupils against predatory and pornographic elements of the internet.

Section 4 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- The provisions of Learning Management Systems (LMS) and Content Delivery Systems (CDS) that ensure user security through password protected access are described.
- The type and quantity of external links used in the course content are described, if external links are required as part of the content delivery and student learning process, and how links are chosen, screened, and updated to ensure adequate protection. Include specific criteria for evaluating external links and/or content.
- A means for students to identify and report safety, security, or safeguard issues with external links is described.

Section 5 – Safe Research

Describe the availability of filtered research access to the Internet.

Section 5 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- The process to teach Internet Safety to students is identified and explained.
- The process and resources available to support research included in the course content and course requirements, including research outside of the course management system is described.

Section 6 – Confidentiality

Describe the availability of private individual electronic mail between pupils, teachers, administrators and parents in order to protect the confidentiality of pupil records and information. Ensure processes and procedures are compliant with FERPA.

Section 6 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- The AOI school/program has an internal email communication system available within the CDS that is available to the student and any staff, parent, guardian or other stakeholder that plays an integral part in monitoring and supporting the success of the student.
- All communications, such as instruction and student progress, between staff, student, and parents are maintained and secure.

Section 7 – Teacher Selection and Training

Describe the selection and training for online teachers.

Section 7 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- The AOI school/program has established a system of initial and ongoing professional development and monitoring for teachers in an online environment.
- Teachers are required to exhibit competency in the use of the LMS so that the technology itself does not interfere with the instructional process and create barriers to student academic success.
- Teachers will be qualified as required by Federal Law, Arizona State Statute, Rule, and policy (such as fingerprinting, state reporting, special education, etc.).

Section 8 – Community Partnerships

Describe the school's current partnerships with universities, community colleges private businesses, and community organizations.

Section 8 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- The narrative describes what community partnerships have been planned or established that encompass the goals of post-secondary transition by fostering partnerships with universities, community colleges, and vocational/technical schools, and how the partnerships enhance the school experience for AOI students. (Not required for Kindergarten through 8th grade)
- The narrative describes what community partnerships have been planned or established with private businesses, career track organizations, and community organizations, and how the partnerships enhance the school experience for AOI students.

Section 9 – Services offered to Students with Disabilities

Describe the services offered to Students with Disabilities, as required by Federal Law.

Section 9 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- Students will be identified as qualifying under the Individuals with Disabilities Act (IDEA) for special services and how the AOI school/program will meet the requirements of IDEA for students with varying disability categories.
- The content and the content delivery system can be adapted to meet the accommodation and/or modification requirements for identified students with varying disability categories.
- Identified students will receive onsite support when the need is identified (e.g.: related services, tutoring, testing accommodations, etc.) consistent with the level of disability and the Individualized Education Plan or 504.
- Identified students will receive related services (such as Speech or Occupational Therapy), as required by the Individualized Education Plan.
- The AOI school/program provides specially designed instruction required by the Individualized Education Plan.

Section 10 – Policies and Procedures

Describe the policies and procedures to ensure the academic integrity of the AOI school/program.

Section 10 must address each bulleted item in a specific and concise manner and will be evaluated based on the extent to which:

- Policies and procedures establish a process for evaluating and managing pupils, and whether a pupil with declining academic achievement should be allowed to continue to participate in the AOI school/program. Include a step-by-step process that identifies the person(s) responsible for implementing the process, consistent with A.R.S. §15-808(G).
- The AOI school/program will ensure/monitor student progress for at least one year's growth annually. Include a step-by-step process, with person(s) responsible for implementing the process.
- Courses offered exhibit formative and summative assessment of student competency.
- The AOI school/program will ensure academic integrity for exit outcomes for each course/grade offering (e.g.: testing issues, plagiarism, etc.).