



Arizona State
Board for
Charter Schools



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Log in at <http://online.asbcs.az.gov/login> using your username and password. If you are unsure of your login information, follow the steps in the Changing Password Instructions document.

Please Log in

[Forgot Password?](#)

Username:

Password:

Remember me on this computer



Dashboard

Change your password

What do you want to do?

Alerts

> View Alerts

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> View Messages

Charter Holders

> Select a Charter

Other Options

- > Submission Status
- > Create New Application
2012-2013 New Charter
- > Application Instructions

Representative Functions

To the left are all of the options you can perform, grouped by category.

You can additionally navigate to any of these sections using the navigation menu above.

Help

> Online Help

Contact Us

> Contact Us

Click on this link to select your charter, even if you only have one.

Charter List

Click on the Charter Holder Name

Show entries

Filter Results

Charter Holder Name

▲ CTDS

◆ Entity ID

◆ Schools

Demo Charter

000000000

Demo School
Demo School II



Click on "Submit Form" to go to the list of amendments and notification online forms.

Demo Charter

Charter Status:

Contract Effective Date:
07/01/2010

Next Interval Report Due Date:
10/03/2011

Current Year Audit Status:
No audit found

Legend

Future Date

Due Within 45 Days

Past Due

Completed

This area informs you of any upcoming due dates, or other important information about this charter.

Click on the link for the specific amendment or notification to be taken to the online form.

Submit Form

Select a form to submit

Applications

- › [Renewal Application](#)

Amendments

- › [Add Charter Grades](#)
- › [Remove Charter Grades](#)
- › [Instructional Days](#)
- › [Charter Mission](#)
- › [Charter Holder Status](#)
- › [Procurement Laws Exception](#)
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Charter Notifications

- › [Charter Holder Governance](#)
- › [Charter Holder Location](#)
- › [Charter Representative](#)
- › [Enrollment Cap](#)
- › [Alternative Calendar](#)

School Notifications

- › [New School Site](#)
- › [School Closure](#)
- › [School Governing Body](#)
- › [School Site Location](#)
- › [School Name Change](#)
- › [Change Site's Grades Served](#)

Forms List

To the left are all of the applications, amendments and notifications that you can submit, grouped by category.

Charter Holder Information

Charter Holder

Name:

Demo Charter

CTDS:

00-00-00-000

Mailing Address:

111 N. Main Street
Phoenix, AZ 85007

> [View detailed info](#)

Representative

Name:

Bob Eagan

Phone Number:

480-208-5196

Verify that this information is correct. If you have multiple charters, verify that this is the entity that is submitting the amendment request or notification.

Double Check

Be sure to verify that the charter holder information is correct before beginning this amendment or notification.

Instructions

The Adding Grade Levels to Charter Amendment Request should be completed to expand the grade levels the charter holder is approved to serve. To increase the grade levels served at a charter school site, please complete the Site Specific Change in Grades Served Notification Request. If the Adding Grade Levels to Charter Amendment Request is not the right form for the change you wish to make, please select "Submit Forms" in the light gray bar above to access a different form or click on the "Amendment & Notification FAQs" link in the Help files below for assistance in finding the appropriate form.

Because charter holders and their schools may evolve and mature over the charter contract term, the charter contract may be modified by mutual agreement of the charter holder and the Board through the amendment and notification process. The Board's policy for conducting compliance checks requires Board staff to determine a charter holder's compliance with applicable contractual, statutory, and Board requirements as part of the amendment and notification process. In accordance with the Board's policy, Board staff will review the areas listed below to ensure the charter holder meets the level of compliance as specified. In order for the amendment request to be considered by the Board, the charter holder must:

- Meet or demonstrate sufficient progress toward the level of adequate academic performance as set and modified periodically by the Board.
- Currently not be having 10% withheld for failure to timely submit its most recent annual audit.
- Be in "good standing" with the Arizona Corporation Commission. This is determined by accessing information available through the Commission's website.
- Not have a repeat corrective action plan issue identified through the most recent annual audit as defined by the Board's Audit & Compliance Questionnaire Follow-up Matrix. The amendment hold remains in place until compliance is demonstrated through the next annual audit or agreed-upon procedures, if the procedures have already been developed by the Board.
- If applicable, have received notification from the Board that the current fiscal year audit corrective action plan has been completed.
- If a special education corrective action plan is in place, be in compliance with the plan's requirements. This is determined by information provided by the Arizona Department of Education's (ADE) Exceptional Student Services Division.
- If applicable, have a "compliant" status reflected on the ADE's Grants Management website for each grant for the past four years.
- If applicable, be in compliance with No Child Left Behind requirements. This is determined by information provided by the ADE's Academic Achievement Division.
- If applicable, be in compliance with National School Lunch and Breakfast Programs requirements. This is determined by information provided by the ADE's Health and Nutrition Services Division.
- If applicable, be current in submitting employer and employee contributions and reports to the Arizona State Retirement System (ASRS). This is determined by information provided to the Board by ASRS.

Please work through the form, filling in all required fields and uploads (denoted by ""). Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

Help files

- › [Amendment & Notification Submission Deadlines](#)
- › [Amendment & Notification FAQs](#)
- › [Board Policy Statement on Conducting Compliance Checks](#)
- › [Audit & Compliance Questionnaire Follow-up Matrix](#)

Read the instructions carefully and review the help files.

New Grade Levels

For each grade level being added, provide the following as a representation of a program of instruction aligned to the State's approved academic standards and to methods of instruction described in the charter. Please note that a separate upload must be prepared for each grade level and content area and be named as such. Additionally, applicants must restate the name of the file in the Brief Description box (e.g., First Grade Reading, HS Algebra II).

For K-8

Language Arts & Math: A completed curriculum sample for reading, writing, and math for each grade level being added including all attachments as outlined on the required template and instructions.

For 9-12

Language Arts & Math: A completed curriculum sample for reading, writing, and math coursework for each grade level being added including all attachments as outlined on the required template and instructions. Each course must align with the State's graduation requirements.

Add Grade Levels*

Select grade levels to add

- K
- 1st
- 2nd
- 3rd
- 4th

Enter information into required fields.

Curriculum Samples*

Currently Attached Files:

- There are currently no attached files

[+ Add a new attachment](#)

NOTE: Attached files are not uploaded or saved automatically. You must save the application in order to save the files.

Effective Date*

Attachments

Board Minutes*

Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. 338-431.01.)

[Choose File](#) no file selected

You may upload any of the following file types: .pdf, .doc, .docx, .xls, .xlsx.

Attach required documents. Some areas allow multiple uploads - click "Add a new attachments", while others only allow single file uploads - click "Choose File"

Narrative*

The narrative must describe: 1) the rationale for the increase in grade levels served; 2) how the additional grades support the mission, educational philosophy, and methods of instruction; 3) mastery of coursework and grade-level promotion (for K-8 grades only); 4) course offerings, proficiency level required for course credit, policy on acceptance of transfer credit, and graduation requirements that identify number of credits in each content area and electives (for 9-12 grades only); and 5) changes in staffing that comply with the Highly Qualified federal guidelines.

[Choose File](#) no file selected

You may upload any of the following file types: .pdf, .doc, .docx, .xls, .xlsx.

Timeline for implementation*

[Choose File](#) no file selected

You may upload any of the following file types: .pdf, .doc, .docx, .xls, .xlsx.

Signature

Charter Representative Signature*

Enter password to sign form:

Password:

Sign Form

Forms can not be submitted until signed by the Charter Representative. Type in your password and click "Sign Form" to sign the form. We recommend that this is the last step before submitting to prevent accidental submission of a form.

This option saves your current progress and allows you to continue working on the form.

This button allows you to save your progress and resume the form at another time.

Save and Continue Editing**

Save and Return to Dashboard**

Submit to ASBCS

*=required

**=form will be saved so you can resume it later

This will submit the signed form to ASBCS