

Alternative Calendar Notification Request

The *Alternative Calendar Notification Request* is used for a Charter Holder seeking to operate its charter school site(s) or confirm the operation of its charter school site(s) on an alternative calendar. An alternative calendar, as described by A.R.S. § 15-797.D-E, is generally only used for at-risk high school settings, with multiple sessions available on a given day, and/or a structured makeup day. Any Charter Holder may submit an *Alternative Calendar Notification Request*.

The 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.

Consideration by the Board

Notification requests submitted by Charter Holders that are substantively complete and are in current operational compliance may be placed on the consent agenda.

Consideration of Operational Compliance

As described in the Board's policy for conducting compliance checks, Board staff will review the areas listed below to ensure the Charter Holder meets the level of compliance specified. The following areas will be considered in the compliance check:

- 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 confirmed by the ADE's Grants Management Division 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.

A finding that the Charter Holder is not in compliance in one or more of these areas may result in a delay in consideration of the request by the Executive Director or Board.

Submission Requirements for Completing the Request Form

The following instructions supersede the instructions listed in the upload area of the ASBCS Online system for the *Alternative Calendar Notification 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.

Board Minutes* - Upload evidence (i.e. minutes) that the proposed change has been approved by the charter holder. (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01.)

Narrative* - Provide a narrative that responds to the following prompts:

1. How does the school meet the definition of alternative calendar status?
2. How will students meet the required instructional minutes?
3. Provide action steps and a timeline that support the implementation of the alternative calendar, including whether the *Alternative Calendar Notification Request* will be submitted in conjunction with any other amendment or notification requests which would warrant concurrent consideration.