

**AGENDA ITEM:** Proposed substantive changes to the following amendment/notification requests: Program of Instruction Amendment, School Closure Notification, School Location Notification, and School Specific Change in Grades Served Notification and the removal of the Alternative Calendar Notification.

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**Issue**

Consideration of revisions to Amendment and Notification requests to align instructions and format to expansion requests, increase clarity in narrative prompts, and remove a notification request that is no longer necessary.

**Background**

On June 13, 2016, the Board approved changes to the Academic Performance Framework. These changes necessitated revisions to the expansion requests, which were approved on August 8, 2016. As a result, a review of the remaining Amendment and Notification requests indicates a need for consistency in the content of the requests, as well as an alignment of requirements among all requests in order to provide additional clarity and transparency to charter holders.

**Substantive Revisions to each Amendment or Notification Request**

The following tables describe the proposed revisions for each Amendment and Notification specified. Drafts of the revised Amendment and Notification instructions are attached.

Request	Proposal	Rationale
Program of Instruction	Narrative prompt added to explain the plan for transitioning to the amended program of instruction.	Replaces the prompt that required the Charter Holder to identify a timeline for implementing the change. The new prompt more specifically asks for timeframes, but also the specific changes needed within those timeframes. The change provides greater clarity to allow the Charter Holder to explain its plan for implementation.
School Closure	Narrative prompt added to explain the Charter Holder's rationale for closing the school.	For closed schools the ASBCS Online system identifies the reason for the closure of a school to allow members of the public to know the reason a specific school closed. The answer to this prompt provides this information to Board staff as a component of the request.



Request	Proposal	Rationale
School Location	<p><i>Board Consideration</i></p> <p>For a location change of five miles or less, the Executive Director would continue to sign off on notifications.</p> <p>If a school is relocating more than five miles, the notification would be placed on the Board agenda.</p>	<p>Schools moving less than five miles are likely to serve the same or very similar population. Moving the location of a school more than five miles may change the target population served by a school.</p>
	<p><i>Documentation</i></p> <p>Required documentation that demonstrates the following:</p> <ul style="list-style-type: none"> <li>• Building capacity that holds the required number of students;</li> <li>• Assurances of a secured building, insurance coverage, and agricultural land regulation; and</li> <li>• An Enrollment Matrix identifying the number of students served at the school.</li> </ul>	<p>The requirement of additional occupancy documentation (e.g. capacity documentation, insurance coverage) allows Board staff to confirm that the Charter Holder has appropriate facilities to serve students. This is in alignment with other requests that involve facilities (e.g. New School, Enrollment Cap).</p> <p>The addition of the Enrollment Matrix allows the Charter Holder to identify the number of students served at the school. This allows Board Staff to confirm numbers for capacity documentation and understand the Charter Holder’s plan for continued enrollment numbers after the relocation.</p>
	<p><i>Narrative Prompts</i></p> <p>Narrative prompts added:</p> <ul style="list-style-type: none"> <li>• Describe how the Charter Holder will meet the enrollment targets identified in the Enrollment Matrix.</li> <li>• Discussion of the percentage of students that will be reenrolling after the relocation.</li> <li>• Identify and demonstrate a clear understanding of the target population (A charter holder will only respond to this prompt if it is moving the school more than five miles).</li> </ul>	<p>The Enrollment Matrix narrative allows the Charter Holder to identify and justify the numbers included in the matrix. This is consistent with other requests requiring the Enrollment Matrix and provides a context for these numbers.</p> <p>The reenrollment narrative provides the Board with an understanding of whether the school will maintain a similar population, or if the relocation will result in changes to the student population.</p> <p>If the school is moving more than five miles, its relocation may result in changes to the student population. The target population prompt is consistent with the prompts found in the Replication Application and New School Amendment. This informs the Board as to whether the target population at the new location will be consistent with the previous location, and if the Charter Holder has considered the potential needs of a new population.</p>



Request	Proposal	Rationale
School Specific Change in Grades	<p><i>Name Change</i> Name change to “School Specific Change in Grades”</p>	
	<p><i>Documentation</i> Additional documentation required:</p> <ul style="list-style-type: none"> <li>• An Enrollment Matrix identifying the number of students served at the school; and</li> <li>• A Staffing Chart identifying an anticipated three year staffing plan.</li> </ul>	<p>The addition of the Enrollment Matrix allows the Charter Holder to identify the number of students served at the school, including the planned numbers with the addition of students. This replaces the previously used narrative prompt that required a timeline and projected number of students.</p> <p>The Staffing Chart provides information that was previously included in the narrative prompt requesting a timeline. The chart provides the Charter Holder the opportunity to demonstrate its intended staffing for the current and new grade level(s).</p>
	<p><i>Narrative Prompts</i> Narrative prompts added:</p> <ul style="list-style-type: none"> <li>• Provide a justification for the enrollment targets identified in the Enrollment Matrix.</li> <li>• Explaining how staffing will change as a result of the request, and the plan to recruit, hire, and train new staff.</li> </ul>	<p>The Enrollment Matrix narrative allows the Charter Holder to identify and justify the numbers included in the matrix. This is consistent with other requests including the Enrollment Matrix.</p> <p>The staffing narrative allows the Charter Holder to explain the plan for implementing the intended staffing. This is consistent with other requests including the Staffing Chart.</p>
	<p><i>Eliminated Prompt</i> Narrative prompt requiring a timeline and projected number of students has been eliminated and replaced by the Enrollment Matrix and accompanying narrative prompt.</p>	<p>This information is now captured in the Enrollment Matrix and Staffing components of the request.</p>



Request	Proposal	Rationale
Alternative Calendar	Eliminate the request	At the time the request was added, the law allowed charter schools operating on an approved alternative calendar to count pupils as having attended full time in any week for which the pupil was enrolled in and physically attended at least 20 hours of instruction during that week. This provision was removed after Title 15 was amended to discontinue adjusting a school's funding for excessive absences. Due to the statutory change, this request is no longer applicable.

**Technical Changes to Amendments and Notifications**

With the exception of the Alternative Calendar Notification, each of the above listed requests is being transferred to new formatting that includes administrative and substantive completeness checklists. All Amendment and Notification Requests are undergoing these revisions to increase clarity and transparency. Charter Holder Governance, Charter Holder Location, Charter Mission, Charter Representative, Instructional Days, School Governing Body, and School Name Change, as well as the requests listed in the table above, are experiencing technical changes in the wording of instructions and narrative prompts. These changes include shifting all narrative prompts to statements, rather than questions, and clarifying language to more clearly communicate expectations. Required forms for requests have also been updated to provide more consistency in charter holder submissions.

**Board Options—Substantive Changes to Non-expansion Amendment and Notification Requests**

Option 1: Approve the substantive changes to the Amendment and Notification Requests as presented. Staff recommends the following language:

I move to approve the substantive changes to the instructions and forms for the Alternative Calendar, Program of Instruction Amendment, School Closure Notification, School Location Notification, and Site Specific Change in Grades Served Notification as presented today (or with modifications discussed) and request staff to move forward with the use of the specific forms to be made available through ASBCS Online for implementation.

Option 2: Approve the changes with modifications

I move to approve the substantive changes to the instructions and forms for the Alternative Calendar, Program of Instruction Amendment, School Closure Notification, School Location Notification, and Site Specific Change in Grades Served Notification as presented today with the incorporation of the modifications discussed (provide specific information as necessary) and request staff to move forward with the use of the specific forms to be made available through ASBCS Online for implementation.



# Program of Instruction Amendment Request

## Purpose

The *Program of Instruction Amendment Request* is used to change or add to the curricula, methods of instruction, and methods of assessment. Note that any changes made need to support the charter mission, educational philosophy, and target population as described in the charter contract, and as amended.

## Determining Eligibility

Any Charter Holder is eligible to submit a *Program of Instruction Amendment Request*.

## Board Consideration

A substantively complete amendment request submitted by a Charter Holder may be placed on the consent agenda of a regular Board meeting.

Instructions for the Request

**The following instructions supersede the instructions listed in the upload area of the ASBCS Online system** for the *Program of Instruction Amendment 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
<b>Change From*</b>	Provide a brief description of the program of instruction currently documented in the charter contract.
<b>Change To*</b>	Provide a brief description of what the program of instruction will be changed to, or what is being added.

## Attachments

For further information regarding specific documentation requirements, see pages **XX-XX** of The Guide and the substantive requirements found on pages **XX-XX**.

### Board Minutes\*

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

### Narrative\*

Upload a narrative that responds to the following prompts:

- Describe the rationale for the change in the program of instruction.
- Describe the proposed changes to the program of instruction, including the following:
  - Curriculum (which clearly demonstrates alignment to the Arizona College and Career Ready (ACCR) Standards);

- Methods of instruction; and

Formative and summative assessments.  If changes to one or more areas are not needed, provide an explanation.

- Explain how the proposed changes to the program of instruction align to the mission documented in the charter and educational philosophy of the charter.
- Explain how the proposed changes to the program of instruction improve pupil achievement in the target population served by the charter.
- Discuss the transition plan for the changes to the program of instruction, including the following:
  - Timeframes for implementation of the changes;
  - Purchasing necessary resources (e.g. curriculum and assessment materials) to implement the changes; and
  - Training staff to effectively implement the changes.
- Discuss whether this request will be submitted in conjunction with any other amendment or notification.

## Administrative Completeness Review

An administratively complete request includes:

- Board Minutes
  - Comply with Open Meeting Law (if applicable)
  - Board aligns with what is currently on file with ASBCS
- Narrative, addressing all prompts

## Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criteria (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that: <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.</li> </ul>
Rationale (Narrative)	Description includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for the change in the program of instruction; and</li> <li><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
Proposed Changes (Narrative)	Description includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Changes to curriculum (that clearly demonstrate alignment to the ACCR Standards)</li> <li><input type="checkbox"/> Changes to the methods of instruction</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Changes to formative and summative assessments</li> <li><input type="checkbox"/> If any of the three areas are not being changed, an explanation of how this area will remain consistent with the new Program of Instruction is included.</li> <li><input type="checkbox"/> Described changes are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
<p><b>Alignment to Mission and Philosophy</b> (Narrative)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explanation of how the proposed changes align to the mission documented in the charter.</li> <li><input type="checkbox"/> Explanation of how the proposed changes align to the educational philosophy of the charter.</li> <li><input type="checkbox"/> Described alignment is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> <li><input type="checkbox"/> The proposed program of instruction is consistent with information contained in all applicable documents on file with ASBCS. If not, appropriate amendments have been filed to reconcile this misalignment.</li> </ul>
<p><b>Improved Pupil Achievement</b> (Narrative)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explanation of how the proposed changes improve pupil achievement in the target population.</li> <li><input type="checkbox"/> Explanation is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
<p><b>Transition Plan</b> (Narrative)</p>	<p>Description of the transition plan includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Timeframes for implementation of the changes;</li> <li><input type="checkbox"/> Purchasing necessary resources to implement the described changes; and</li> <li><input type="checkbox"/> Training staff to effectively implement the changes.</li> </ul> <p><input type="checkbox"/> Transition plan is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
<p><b>Concurrent Submissions</b> (Narrative)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Description includes whether the request will be submitted in conjunction with any other amendment or notification.</li> </ul>

# School Closure Notification Request

## Purpose

The *School Closure Notification Request* should be completed if the Charter Holder needs to close one of its charter schools. **If the Charter Holder wants to close the only charter school operating under the contract, the Charter Holder should not use this form, but should contact Board staff at 602.364.3080.**

## Determining Eligibility

Any Charter Holder is eligible to submit a *School Closure Notification Request* provided they operate more than one school under the charter contract.

## Board Consideration

A substantively complete notification request submitted by a Charter Holder may be considered for approval by the Executive Director, or may be placed on the consent agenda of a regular Board meeting.

## Instructions for the Request

**The following instructions supersede the instructions listed in the upload area of the ASBCS Online system** for the *School Closure 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.

### Form Fields

Field	Instructions
Select School*	Choose the school that the Charter Holder intends to close.
Last Day of Instruction*	Identify the last day the school will instruct students.
Record Request Information*	Provide the name, address, phone number, and email address of the individual that will be maintaining and processing requests for student records.

### Attachments

For further information regarding specific documentation requirements, see pages **XX-XX** of The Guide and the substantive requirements found on pages **XX-XX**.

#### Board Minutes\*

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

#### Narrative\*

Upload a narrative that responds to the following prompts:

- Provide the rationale for closing the school.
- Identify the number of students displaced by the closure.



- Discuss the plan to communicate the closure to the school community, including providing students with the following:
  - Identifying other educational options; and
  - Enrolling in another school.

## Administrative Completeness Review

An administratively complete request includes:

- Board Minutes
  - Comply with Open Meeting Law (if applicable)
  - Board aligns with what is currently on file with ASBCS
- Narrative, addressing all prompts

## Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criteria (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that: <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.</li> </ul>
Rationale (Narrative)	Description includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for closing the school; and</li> <li><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
Number of Students (Narrative)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Narrative identifies the number of students displaced by the closure.</li> </ul>
Communication Plan (Narrative)	Response includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the plan to communicate closure to the school community.</li> </ul> Description of how the Charter Holder will assist displaced students with the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying other options; and</li> <li><input type="checkbox"/> Enrolling in another school.</li> </ul>

# School Location Notification Request

## Purpose

The *School Location Notification Request* should be completed if the Charter Holder needs to change the mailing address or physical address currently on file with the Board for a charter school.

It is not necessary to file this request to change the school’s phone/fax number(s) on file with the Board; rather, the authorized charter representative should email the new information to [charterschoolboard@asbcs.az.gov](mailto:charterschoolboard@asbcs.az.gov).

## Determining Eligibility

Any Charter Holder is eligible to submit a *School Location Notification Request*.

## Board Consideration

If the Charter Holder is only requesting to change the mailing address of the school, a substantively complete notification request may be considered for approval by the Executive Director.

If moving the physical address of a school **five miles or less** from its current location, a substantively complete notification request may be considered for approval by the Executive Director, or may be placed on the consent agenda of a regular Board meeting.

If moving **more than five miles**, a substantively complete notification may be placed on the agenda of a regular Board meeting.

## Instructions for the Request

**The following instructions supersede the instructions listed in the upload area of the ASBCS Online system** for the *School Location 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.

### Form Fields

Field	Instructions
Select School*	Choose the button for the school that the Charter Holder is requesting to move to a new location.
Current Address, Phone Number, and Fax Number	This information will prepopulate based on the school that is chosen in the previous step.
New Address, Phone Number, and Fax Number*	Check all boxes that apply to this request.

<b>Effective Date of Change*</b>	Identify the date on which the change is intended to be implemented.
<b>New Physical Address</b>	Identify the new address at which the school will be operating, including the street address, city, state, zip, phone, and fax number.
<b>New Mailing Address</b>	If this information is the same as the physical address, check the “Same as new physical address” box. If not, identify the new address at which the school will be receiving mail, including the street address, city, state, zip, phone, and fax number.

## Attachments

For further information regarding specific documentation requirements, see pages **XX-XX** of the Guide and the substantive requirements found on pages **XX-XX**.

### Board Minutes\*

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

### Additional Information (if changing physical address)

Upload each of the following:

- **Occupancy Documentation**

For the proposed facility, clearly label and provide the following documents in the upload area:

- 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.

- **Lease Agreement, Proof of Purchase, or Builder Contract**

For the proposed facility, upload a scanned copy of the appropriate documentation.

- **Copy of Current Liability Insurance Coverage**

Upload the appropriate documentation, which must identify the Charter Holder requesting expansion.

- **Agricultural Land Regulation Assurance**

Upload a completed Agricultural Land Regulation Assurance and Understanding form signed by the Charter Representative. If the form indicates that an agreement has been filed with the Office of the County Recorder, ensure that evidence is attached.

- **Enrollment Matrix**

Complete for each school operated by the charter, detailing the current and targeted number of students served per grade for the subsequent three Fiscal Years. Additionally, complete the matrix for the proposed school for its first three years.

- **Narrative**

Upload a narrative that responds to the following prompts:

Provide the rationale for moving the school to a new location.

Provide a detailed description of how the Charter Holder will meet the enrollment targets identified in the Enrollment Matrix. Include the following:

- Necessary advertising and/or promotion to meet the targets.
- A description of the market analysis that supports the successful enrollment of the projected student count.
- The timeline for enrollment at the proposed school, and how it will be communicated to the public.

(If the school is moving **more than** 5 miles from its current location) Discuss the percentage of students from the previous location that have committed to/are projected to remain enrollment at the new location. Include the following:

- The percent of students that the Charter Holder projects will remain enrolled at the school after relocation;
- The factual data that supports this projection; and
- The plan for ensuring the transition of these students to the new location.

(If the school is moving **more than** 5 miles from its current location) Identify the target population the school will serve at the proposed location. Demonstrate a clear understanding of the following:

- The students the school intends to serve;
- How the population is similar to, or different from, the population currently served by the school(s) operating under the charter;
- Whether the students will be primarily neighborhood or commuter;
- A demographic profile of the population; and
- Current levels of academic performance.

## Administrative Completeness Review

An administratively complete request includes:

- Board Minutes

- Comply with Open Meeting Law (if applicable)
- Board aligns with what is currently on file with ASBCS
- Occupancy Documentation
  - 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
  - If neither displays occupancy, additional documentation to demonstrate capacity. Description included of how the space is sufficient for the number of students requested. Hand-drawn images will not be accepted.
- Lease Agreement, proof of purchase, or builder contract for facility
- Copy of liability insurance coverage
- Agricultural Land Regulation Assurance Form
- Completed Enrollment Matrix for each school operated by the Charter Holder
- Narrative, addressing all prompts

## Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criteria (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that: <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.</li> </ul>
Occupancy Documentation	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Certificate of Occupancy and Fire Marshal’s Inspection Report for the proposed school location.</li> <li><input type="checkbox"/> If neither displays occupancy, additional documentation to demonstrate capacity that is in alignment with the Enrollment Matrix for the school.</li> <li><input type="checkbox"/> If the Certificate of Occupancy and/or Fire Marshal’s Inspection Report are not available at the time of submission, an <i>Occupancy Compliance Assurance and Understanding Form</i> signed by the Charter Representative is submitted.</li> </ul>
Lease Agreement, Proof of Purchase, or Builder Contract	<ul style="list-style-type: none"> <li><input type="checkbox"/> Document demonstrates an agreement for the proposed facility.</li> </ul>
Copy of Liability Insurance Coverage	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of current insurance policy with Charter Holder’s name as policyholder/insured.</li> </ul>
Agricultural Land Regulation Assurance	<ul style="list-style-type: none"> <li><input type="checkbox"/> If the form indicates that an agreement has been filed with the Office of the County Recorder, evidence is included.</li> </ul>
Enrollment Matrix	<ul style="list-style-type: none"> <li><input type="checkbox"/> An Enrollment Matrix is completed for the current and subsequent three Fiscal Years for each school operated by the Charter Holder.</li> </ul>

<p><b>Enrollment Targets (Narrative)</b></p>	<p><input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p> <p><input type="checkbox"/> Description of enrollment is consistent with the targets identified in each Enrollment Matrix submitted.</p> <p><input type="checkbox"/> Description includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A plan for meeting targets; and</li> <li><input type="checkbox"/> Necessary advertising and/or promotion to meet the targets.</li> </ul> <p><input type="checkbox"/> Description of the market analysis, to include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Other educational options available to students in the target area;</li> <li><input type="checkbox"/> An explanation of need for the school; and</li> <li><input type="checkbox"/> Factual data to support the need.</li> </ul> <p><input type="checkbox"/> Timeline for enrollment at the proposed location is included and explains how it will be communicated to the public.</p> <p><input type="checkbox"/> Enrollment Justification is consistent with the information contained in all applicable narrative prompts and accompanying attachments.</p>
<p><b>Rationale (Narrative)</b></p>	<p>Description includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for relocating the school; and</li> <li><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
<p><b>Reenrollment Percentage (Narrative—More than 5 miles only)</b></p>	<p>Response includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The percent of students that the Charter Holder projects will remain enrolled at the school after relocation;</li> <li><input type="checkbox"/> The factual data that supports this projection; and</li> <li><input type="checkbox"/> The plan for ensuring the transition of these students to the new location.</li> </ul>
<p><b>Target Population (Narrative—More than 5 miles only)</b></p>	<p>Response includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identification of the target population;</li> <li><input type="checkbox"/> How the target population is similar to, or different from, the current population served by the charter; and</li> <li><input type="checkbox"/> Whether the population will be primarily neighborhood or commuter students.</li> </ul> <p>Response provides the target population's:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Demographic profile; and</li> <li><input type="checkbox"/> Current levels of academic performance (e.g. AzMERIT information and letter grades).</li> </ul>

Target population information is consistent with information contained in all other applicable narrative prompts and accompanying attachments.

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# School Specific Change in Grades Served Notification Request

## Purpose

The *School Specific Change in Grades Served Notification Request* is used to increase or decrease the grades served at a particular school. An increase in grades served is not effective until approved by the Board.

## Determining Eligibility

Any Charter Holder is eligible to submit a *School Specific Change in Grades Served Notification Request*.

## Board Consideration

A substantively complete notification 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.

## 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
<b>Select School*</b>	Select the school from the list of schools operated under the charter for which the request is being submitted. A separate request must be submitted for each school affected by a change in grades served.
<b>Current Grades Served</b>	Confirm that the current grades served accurately identifies the grade levels currently served at the school. If not, contact the Board office.
<b>New Grade Levels Served*</b>	Identify the grades to be served after approval of the request. This must include the current grades served, and the new grades that are requested.
<b>Effective Date*</b>	Enter the proposed first day of school for the addition of the new grades. (This change cannot occur mid-year.)

## Attachments

For further information regarding specific documentation requirements, see pages **XX-XX** of The Guide and the substantive requirements found on pages **XX-XX**.

### Board Minutes\*

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



### Narrative\*

Upload a narrative that responds to the following prompts:

- (Decrease and Increase) Provide the rationale for the change in grade levels served at this school.
- (Decrease Only) Identify the number of students displaced by the decrease in grades.
- (Decrease Only) Discuss the plan to communicate the decrease in grades to the school community, including providing students with the following:
  - Identifying other educational options; and
  - Enrolling in another school.
- (Increase Only) Provide a justification for the enrollment targets identified in each Enrollment Matrix submitted.
- (Increase Only) Provide a detailed staffing plan that describes the changes shown in the Staffing Chart submitted with this request. Include how administrative, instructional, and non-instructional staff will be:
  - Recruited;
  - Hired; and
  - Trained.
  - If no changes to staffing are needed, provide an explanation.

### Facility Documentation (Increase Only)

For the proposed facility, clearly label and provide the following documents in the upload area:

- A Certificate of Occupancy, approved for educational use, **and/or**
- A current Fire Marshal's Inspection Report.
- 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.

This area will only allow for the upload of one document. Upload additional facility documentation in the "Additional Information" upload area.

### Additional Information (Increase Only)

Upload each of the following documents:

- Enrollment Matrix
  - Complete for the school for which the request is being submitted, detailing the current and targeted number of students served per grade for the subsequent three Fiscal Years.
- Staffing Chart
  - Complete for the school for which the request is being submitted, identifying the current and anticipated staffing information for the subsequent three Fiscal Years.
- Additional Facility Documentation (See above)

## Administrative Completeness Review

An administratively complete request includes:

- Board Minutes
  - Comply with Open Meeting Law (if applicable)
  - Board aligns with what is currently on file with ASBCS
- Narrative, addressing all prompts
- Facility Documentation (Increase only)
  - Certificate of Occupancy, approved for educational use, **and/or**
  - Current Fire Marshal’s 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.
  -
- Completed Enrollment Matrix for the school for which the request is being submitted
- Completed Staffing Chart for the school for which the request is being submitted

## Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criteria (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that: <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.</li> </ul>
Rationale (Narrative)	Description includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for the change in grade levels served at the school; and</li> <li><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
Number of Students (Narrative—Decrease Only)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grades.</li> </ul>
Communication Plan (Narrative—Decrease Only)	Response includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the plan to communicate decrease in grades to the school community</li> </ul> Description of how the Charter Holder will assist displaced students with the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying other options; and</li> </ul>

<p><b>Enrollment Matrix (Increase Only)</b></p>	<p><input type="checkbox"/> Enrolling in another school.</p> <p><input type="checkbox"/> An Enrollment Matrix is completed for current and subsequent three Fiscal Years for the school for which the request is being submitted.</p> <p><input type="checkbox"/> The Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p><b>Enrollment Justification (Narrative—Increase Only)</b></p>	<p>Justification for each Enrollment Matrix includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan for meeting each year’s enrollment targets</li> <li><input type="checkbox"/> Necessary advertising and/or promotion (if applicable)</li> <li><input type="checkbox"/> Number of returning students</li> <li><input type="checkbox"/> Anticipated new student enrollment</li> </ul> <p><input type="checkbox"/> Enrollment Justification is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p><b>Staffing Chart (Increase Only)</b></p>	<p><input type="checkbox"/> Completed Staffing Chart provided for the school for which the request is being submitted.</p> <p><input type="checkbox"/> Staffing Chart includes a leadership section for the school for which the request is being submitted.</p> <p><input type="checkbox"/> Staffing Chart is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
<p><b>Staffing Plan (Narrative—Increase Only)</b></p>	<p><input type="checkbox"/> Plan describes changes to instructional, non-instructional, and administrative staff in the Staffing Chart.</p> <p><input type="checkbox"/> Staffing, enrollment, and target population needs are addressed by the following processes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recruitment;</li> <li><input type="checkbox"/> Hiring; and</li> <li><input type="checkbox"/> Training.</li> </ul> <p><input type="checkbox"/> If no changes to staffing, the plan describes why there are no needed changes.</p> <p><input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.</p>
<p><b>Facility Documentation (Increase Only)</b></p>	<p><input type="checkbox"/> Most recent Certificate of Occupancy; and/or Fire Marshal’s Inspection Report.</p> <p><input type="checkbox"/> If neither displays occupancy, additional documentation to demonstrate capacity. Description included of how the space is sufficient for the number of students requested. Hand-drawn images will not be accepted.</p>