

# Enrollment Cap Amendment Request

## Purpose

The *Enrollment Cap Amendment Request* is used to increase or decrease the number of students the Charter Holder may serve at its school(s). The request must be submitted timely so that it may be processed within the timeframe provided in Rule and implemented according to the ADE School Finance Policy SF-0001—Charter Enrollment Cap Amendments. An enrollment cap is not effective until approved by the Board.

## Determining Eligibility

To determine whether your charter is eligible to expand (**increase** the Enrollment Cap) using the Amendment Process, review the academic performance of the school(s) currently operated by the Charter Holder. The expansion process is open to any charter holder if 75% or more of its schools eligible to receive an Overall Rating have an Overall Rating of “Meets Standard”, “Above Standard”, or “Exceeds Standard” in the most recent year.

An eligible charter holder may submit an Enrollment Cap Amendment Request for up to three fiscal years of projected student enrollment.

Any charter holder is eligible to submit an Enrollment Cap Amendment Request to **decrease** the number of students served.

## Board Consideration

A substantively complete amendment request submitted by a Charter Holder that meets the eligibility criteria 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 (see page 5 of The Guide) may result in a delay in consideration of the request. The most current academic data will be provided to the Board for its consideration of the amendment request.

## Staff Recommendation

An *Enrollment Cap Amendment Request* for an increase in the enrollment cap will receive a staff recommendation for the expansion if the Charter Holder’s current data and performance demonstrates all of the following criteria.

Charter Holder has been in operation for three years;
Rating of “Meets Operational Standard” in the most recent Fiscal Year;
Rating of “Meets Financial Performance Standard” in the most recent Fiscal Year;
Past enrollment trends indicate need for increase within three years;
ADM is within 85% of current enrollment cap; and
Each school operated by the Charter Holder performs at or above the average performance of a majority of schools within a five mile radius of the school’s location;
<b>OR</b>
School(s) offers a unique program of instruction within a five mile radius of the school’s location.

## 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>From</b>	Confirm that the From field accurately identifies the Enrollment Cap approved for the charter contract. If not, contact Board staff.
<b>To*</b>	Enter the Enrollment Cap being requested, ensuring it is supported by the documented capacity of the facility/facilities identified.

### Attachments

For further information regarding specific documentation requirements, see pages 6–15 of The Guide and the substantive completeness requirements starting on page 3 of these instructions.

#### Board Minutes\*

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

#### Occupancy 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.

#### Narrative\*

Upload a narrative that responds to the following prompts:

- (Decrease and Increase) Describe the rationale for this request.
- (Increase Only) Provide a detailed staffing plan consistent with each Staffing Chart submitted with this request. Describe how administrative, instructional, and non-instructional staff will be:
  - Recruited,
  - Hired, and
  - Trained.
- If changes to staffing are not needed, provide an explanation.

- (Increase Only) Provide a justification for the enrollment targets identified in each Enrollment Matrix submitted.
- (Increase Only) Identify the concrete resources, if any, needed for implementation. Consider the changes needed to curriculum, assessment, and instruction to implement this request. Provide the rationale for your response. If the response indicates that resources are not needed to implement the request, explain why.

**Additional Information**

Upload each of the following documents:

- (Increase Only) 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.
- (Increase Only) Staffing Chart
  - Complete for each school operated by the charter, identifying the current and anticipated staffing information for the subsequent three Fiscal Years.

**Administrative Completeness Review**

An administratively complete request includes the following:

- Board Minutes
  - Comply with Open Meeting Law (if applicable)
  - Board aligns with what is currently on file with ASBCS
- Occupancy Documentation
  - Certificate of Occupancy, approved for educational use, **and/or**
  - Current Fire Marshal’s report, approved for educational use.
- Narrative, addressing all prompts
- Completed Enrollment Matrix for each school operated by the Charter Holder
- Completed Staffing Chart for each school operated by the Charter Holder

**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 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 (Increase Only)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent Certificate of Occupancy; and/or Fire Marshal’s Inspection Report.</li> <li><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.</li> </ul>
Rationale (Narrative)	Description includes the following:

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for increase or decrease in enrollment cap; 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>Staffing Chart (Increase Only)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Staffing Chart(s) is/are provided for the school(s) operated by the Charter Holder</li> <li><input type="checkbox"/> Staffing Chart(s) include a leadership section for the school(s) operated by the Charter Holder</li> <li><input type="checkbox"/> Staffing Chart(s) are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
<p><b>Staffing Plan (Narrative—Increase Only)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan describes changes to instructional, non-instructional, and administrative staff in the Staffing Chart(s).</li> <li><input type="checkbox"/> Staffing, enrollment, and target population needs are addressed by the following processes: <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> </li> <li><input type="checkbox"/> If no changes to staffing, the plan describes why there are no needed changes.</li> <li><input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
<p><b>Enrollment Matrix (Increase Only)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> An Enrollment Matrix is completed for current and subsequent three Fiscal Years for each school operated by the Charter Holder.</li> <li><input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.</li> </ul>
<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>

Resources (Narrative—  
Increase Only)

Concrete resources are identified for the following areas:

- Curriculum; and/or
- Assessment; and/or
- Instruction.
- Rationale includes why these resources are needed, or why additional resources are not needed to implement the request.
- Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments.