

FY 2018 Instructional Days Amendment Request

Purpose

The FY 2018 *Instructional Days Amendment Request* is used to increase or decrease the number of instructional days the charter holder has or will provide in Fiscal Year 2018. This request is for a temporary change to the number of contracted instructional days due to unscheduled school closures that began on April 26, 2018.

*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.*

Board Consideration

A substantively complete request submitted by a charter holder will be considered for approval by the Executive Director. A finding that the charter holder is not in compliance in one or more areas may result in a delay in consideration of the request.

Instructions for the Request

Work through the form in ASBCS Online, 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.

If the charter holder is changing the instructional days for more than one school under its charter, and the number of instructional days will be the same at each school, this change can be submitted in the same request.

If the charter holder is changing the instructional days for more than one school under its charter, and the number of instructional days will **not** be the same at each school, separate requests must be submitted for each change.

Form Fields

Field	Instructions
Select School*	Select the school from the list of schools operated under the charter for which the request is being submitted. If the request will be charter-wide, select "Charter Wide".
From	Confirm that the number in <i>From</i> accurately identifies the instructional days approved for the charter contract currently. If not, contact Board staff.

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To* Enter the number of instructional days to be provided in **FY 2018**.

Fiscal Year Effective Date* Enter "FY 2018"

Type of Change* Select "Temporary Change"

Attachments

For further information review the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

Upload completed Instructional Days Assurances form

Narrative*

Upload completed Instructional Days Assurances form

School Calendar*

Upload completed Instructional Days Assurances form.

Daily Instructional Schedules*

Upload completed Instructional Days Assurances form.

Administrative Completeness Review

An administratively complete request includes:

- Completed Instructional Days Assurances form that is signed and dated by the charter representative

Substantive Completeness Review

The following criterion will be used to determine substantive completeness for this request.

Review	Criteria
Compliance Check	<input type="checkbox"/> Charter Holder is in compliance per the Board's policy