

Grade Level Change to Charter Amendment Request

Purpose

The *Grade Level Change to Charter Amendment Request* is used to increase or decrease the grade levels the Charter Holder is approved to serve. 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. If the school year has started or will start prior to the request being considered by the Board, an amendment request may not be submitted for implementation in the current fiscal year. A change in grades served is not effective until approved by the Board.

Determining Eligibility

To determine whether your charter is eligible to expand (**increase** grades served) 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.

Any Charter Holder is eligible to submit a Grade Level Change to Charter Amendment Request to **decrease** the grade levels the Charter Holder is approved to serve.

Board Consideration

A substantively complete amendment request submitted by a Charter Holder that meets the eligibility criteria will 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 XX 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

A *Grade Level Change to Charter Amendment Request* 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;
Previous grade level cohort(s) is/are at capacity and/or could fill enrollment for new grade(s) requested;
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,
OR
Each school offers a unique program of instruction within a five mile radius of the school’s location.

Instructions for the Request

The following instructions supersede the instructions listed in the upload area of the ASBCS Online system for the *Grade Level Change to Charter 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
Current Grade Levels Served	Confirm that the <i>Current Grade Levels Served</i> accurately identifies the grade levels approved for the charter contract. If not, contact the Board office.
Add and/or Decrease Grade Levels*	Check the boxes of the grade levels the Charter Holder will serve.
Effective Date*	Enter the proposed first day of school for the new grade configuration.

Attachments

For further information regarding specific documentation requirements, see pages XX–XX of the Guide and the administrative and substantive completeness requirements found below.

Curriculum Samples

Charters in which **all** schools have received an Overall Rating of “Exceeds Standard” or “Above Standard” will not be required to submit curriculum samples.

Charters in which one or more schools **have not** received an Overall Rating of “Exceeds Standard” or “Above Standard” will be required to provide a complete set of curriculum samples for each grade to be added. (See page XX of the Guide for further instructions about curriculum samples.)

Upload curriculum samples for each grade level being requested, as described in the instructions on the Curriculum Sample Template, and in the Guide on page 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) 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.
 - (Adding Grades K–8 Only) Present clear criteria for promotion from one grade level to the next, to include the level of proficiency that students must obtain to demonstrate mastery of academic core content.
 - (Adding Grades 9–12 Only) Describe the following:
 - Course offerings;
 - Process and criteria for awarding course credit;
 - Policy on acceptance of transfer credit; and
 - Graduation requirements that identify the number of credits in each content area and electives consistent with State requirements.
 - (Decrease Only) Identify the number of students displaced by the decrease in grade levels.
 - (Decrease Only) Describe the plan to communicate the decrease in grades to the school community.
 - (Decrease Only) Describe the plan to provide displaced students assistance with the following:
 - Identifying other educational options; and
 - Enrolling in another school.

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:

- Board Minutes
 - Comply with Open Meeting Law (if applicable)
 - Board aligns with what is currently on file with ASBCS
- 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 criteria (if applicable) will either be deemed acceptable or not acceptable.

Evaluation	Criteria
Board Minutes	Board Minutes that: <ul style="list-style-type: none"> <input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form
Rationale (Narrative—Increase and Decrease)	Description includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> Rationale for increase or decrease in grade levels; and <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Chart (Increase Only)	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Staffing Chart(s) is/are provided for the school(s) operated by the Charter Holder <input type="checkbox"/> Staffing Chart(s) include a leadership section for the school(s) operated by the Charter Holder <input type="checkbox"/> Staffing Chart(s) are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Staffing Plan (Narrative—Increase Only)	<ul style="list-style-type: none"> <input type="checkbox"/> Plan describes changes to instructional, non-instructional, and administrative staff in the Staffing Chart(s). <input type="checkbox"/> Staffing, enrollment, and target population needs are addressed by the following processes: <ul style="list-style-type: none"> <input type="checkbox"/> Recruitment; <input type="checkbox"/> Hiring; and <input type="checkbox"/> Training. <input type="checkbox"/> If no changes to staffing, the plan describes why there are no needed changes. <input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.
Enrollment Matrix (Increase Only)	<ul style="list-style-type: none"> <input type="checkbox"/> An Enrollment Matrix is completed for the current and subsequent three Fiscal Years for each school operated by the Charter Holder. <input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.

<p>Enrollment Justification (Narrative—Increase Only)</p>	<p>Justification for each Enrollment Matrix includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan for meeting each year’s enrollment targets <input type="checkbox"/> Necessary advertising and/or promotion (if applicable) <input type="checkbox"/> Number of returning students <input type="checkbox"/> Anticipated new student enrollment <p><input type="checkbox"/> Enrollment Justification is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p>Resources (Narrative—Increase Only)</p>	<p>Concrete resources are identified for the following areas:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum; and/or <input type="checkbox"/> Assessment; and/or <input type="checkbox"/> Instruction. <p><input type="checkbox"/> Rationale includes why these resources are needed, or why additional resources are not needed to implement the request.</p> <p><input type="checkbox"/> Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p>Clear Criteria for Promotion (Narrative—Adding Grades K–8)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Clear criteria for promotion from one grade level to the next <ul style="list-style-type: none"> <input type="checkbox"/> Level of proficiency students must obtain to demonstrate mastery of academic core content.
<p>Courses (Narrative—Adding Grades 9–12)</p>	<p>Narrative describes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course Offerings; <input type="checkbox"/> Process and criteria for awarding course credit; <input type="checkbox"/> Policy on acceptance of transfer credit; and <input type="checkbox"/> Graduation requirements that identify the number of credits in each content area and electives consistent with State requirements.
<p>Student Displacement (Narrative—Decrease Only)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grade levels.
<p>Communication Plan (Narrative—Decrease Only)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Narrative includes a description of the Charter Holder’s plan to communicate the decrease in grade levels to the school community.

Assistance for
Displaced Students
(Narrative—Decrease
Only)

Narrative includes a description of how the Charter Holder will assist displaced students with the following:

- Identifying other options; and
- Enrolling in another school.

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