

Instructional Days Amendment Request

Purpose

The *Instructional Days Amendment Request* is used to increase or decrease the number of instructional days the charter holder provides annually. This may be a permanent change to the charter contract, or a temporary change to the number of contracted instructional days in a specific fiscal year due to unforeseen circumstances (e.g. snow, power outage, roof collapse).

*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.*

Determining Eligibility

Any charter holder may submit an *Instructional Days Amendment Request*.

Board Consideration

A substantively complete 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. 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 *Instructional Days Amendment 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 *Instructional Days Amendment 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. If not, contact Board staff.
To*	Enter the number of instructional days to be provided annually.
Fiscal Year Effective Date*	Enter the proposed fiscal year in which the instructional days change will occur.
Type of Change*	Indicate whether this change is for a single fiscal year or a permanent change.

Attachments

For further information regarding specific documentation requirements, see The Guide (*Attachment Guidelines*) and the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

School Calendar*

Provide the school calendar for the fiscal year the request will become effective, clearly indicating any days using alternate daily schedules (e.g. early release days).

Daily Instructional Schedules*

Provide daily instructional schedules for each school identified in the request, clearly identifying instructional and non-instructional periods, for **each grade served**. Include any alternate schedules (e.g. early release days) identified in the school calendar.

Narrative*

Upload a narrative that responds to the following prompts:

- Describe the rationale for this request.
- (Permanent Only) Describe how the proposed change to instructional days will improve pupil achievement in the target population served by the charter.

Additional Information*

For each school that has submitted a daily instructional schedule, upload the following document:

- Instructional Hours Matrix
 - Complete to demonstrate compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served. If more than one school is changing the number of days (to the same amount), then an instructional hours matrix must be submitted for each school.

Administrative Completeness Review

An administratively complete request includes:

- Board Minutes or Board Resolutions that provide evidence that the:
 - Proposed change has been approved or addressed by the charter holder (approving board);
 - Approving board aligns with what is currently on file with ASBCS; and
 - Board minutes comply with Open Meeting Law (if applicable); or
 - Board resolution if the approving board is not subject to Open Meeting Law.
- School Calendar
- Daily Instructional Schedule (for each school included in the request)
- Narrative, addressing all prompts
- Instructional Hours Matrix (for each school included in the request)
- All required forms are submitted on the approved ASBCS template.

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	<p>Board Minutes that:</p> <p><input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form</p>								
School Calendar	<p>Calendar includes the following:</p> <p><input type="checkbox"/> Current fiscal year dates, including any alternate daily schedules (e.g. early release days)</p> <p><input type="checkbox"/> Number of instructional days included on the calendar aligns with the number of days indicated in the request</p>								
Daily Instructional Schedules	<p>Instructional schedules include the following:</p> <p><input type="checkbox"/> Instructional and non-instructional periods for each grade level served; and</p> <p><input type="checkbox"/> Any alternate daily schedules from the school calendar.</p>								
Rationale (Narrative)	<p>Description includes the following:</p> <p><input type="checkbox"/> Rationale for increase or decrease in instructional days</p>								
Improved Pupil Achievement (Narrative—Permanent change only)	<p>Description includes the following:</p> <p><input type="checkbox"/> How the change will improve pupil achievement</p>								
Compliance with A.R.S. §15-901	<p><input type="checkbox"/> An Instructional Hours Matrix is completed for each school included in the request. The hours in the Instructional Hours Matrix must be consistent with the hours calculated using the:</p> <ul style="list-style-type: none"> • The number of days of instruction provided (School Calendar), and • The daily instructional schedules. <p><input type="checkbox"/> Completed Matrix or Matrices demonstrates compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served, as identified below:</p> <table border="1" data-bbox="662 1560 1344 1768"> <tbody> <tr> <td>Kindergarten</td> <td>356</td> </tr> <tr> <td>Grades 1–3</td> <td>712</td> </tr> <tr> <td>Grades 4–8</td> <td>890</td> </tr> <tr> <td>High School</td> <td>720</td> </tr> </tbody> </table>	Kindergarten	356	Grades 1–3	712	Grades 4–8	890	High School	720
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