

Member Campus Request

Purpose

The *Member Campus Request* is used for overflow situations and/or when certain grade levels are moved to another facility that is within close proximity (usually a couple of blocks but, within 5 miles) of the physical address of the school with the assigned CTDS number.

From an administrative perspective, the member campus and primary school have shared administration. The staff from the primary school supports all operations of a member campus.

The *Member Campus Request* is used when:

- The charter holder is adding a new member campus.
- The charter holder is closing an existing member campus; or
- The charter holder needs to move (permanently/temporarily) an existing member campus to another facility.

Any charter holder is eligible to submit a *Member Campus Request*. Adding, closing, and/or moving a member campus is not effective until approved by the Executive Director.

Consideration

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

Instructions for the Request

1. Prepare your request by downloading the Member Campus template and Forms/Templates and follow the instructions in this request. This template is designed to be filled out and submitted **electronically**, via e-mail along with the attachments below (as applicable).
2. Use only approved ASBCS templates.
3. For attached documents, follow the **Formatting Requirements** outlined below.

Formatting Requirements

- Fonts must be no less than **11 point**.
- Attachments must be saved in PDF format prior to attaching.
- Scanned images must be legible and no less than 100% of the original size, except for building floor plans or architectural renderings, which must be at the original size.

Attachments

For further information regarding specific documentation requirements, see The Guide (*Attachment Guidelines*).

Board Minutes or Board Resolutions

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.

Occupancy Documentation (adding/moving only)

Clearly label and attach the following documents:

- 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 proposed 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.
- An *Agricultural Land Regulation Assurance and Understanding* form signed by a charter representative.

Lease Agreement, Proof of Purchase, or Builder Contract (adding/moving only)

Attach a scanned copy of the appropriate documentation, which must identify the member campus' physical location.

Copy of Current Liability Insurance Coverage (adding/moving only)

Attach the appropriate documentation, which must identify physical location of the member campus.

Narrative (closing)

- Rationale for closing the member campus.
- 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.

Narrative (adding /moving)

- Rationale for opening a member campus.
- Discuss the percentage of students from the primary school that are projected to maintain enrollment at the location of the member campus.
- Describe what changes to staffing are needed at the member campus. If changes to staffing are not needed, provide an explanation.