

New School Amendment Request

Purpose

The *New School Amendment Request* is used to add a new charter school to the existing contract. 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. The addition of a new school is not effective until approved by the Board.

Determining Eligibility

To determine whether your charter is eligible to expand 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.

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 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

A *New School 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;
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Rating of “Meets Financial Performance Standard” in the most recent Fiscal Year; and
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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,
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OR

Proposed school offers a unique program of instruction within a five mile radius of the target area.
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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
Name of School*	Enter the name of the new school.
Grade levels to be served*	Check the boxes for the grades to be served by the new school. The grades must be currently approved for the charter.
First day of Operation*	Enter the proposed first day of school for the new school.
Physical Address*	Enter the physical street address of the new school.
Physical Phone Number*	Enter the telephone number of the new school.
Physical Fax Number	Enter the fax number of the new school, if applicable.
Mailing Address*	Enter the mailing address of the new school. If it is the same as the physical address, check the box.
Mailing Phone Number*	Enter the telephone number of the Charter Holder.
Mailing Fax Number	Enter the fax number of the Charter Holder.

Attachments

For further information regarding specific documentation requirements, see pages 6–15 of The Guide and the administrative and substantive completeness requirements starting on page 4 of these instructions.

Board Minutes*

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

Occupancy Documentation*

For the proposed facility, clearly label and provide the following documents in the upload area:

- 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 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.
- If a Certificate of Occupancy and/or Fire Marshal’s Report are not available at the time of submission, an *Occupancy Compliance Assurance and Understanding* form, signed by a charter representative, may be submitted in its place.

Lease Agreement, Proof of Purchase, or Builder Contract*

For the proposed facility, upload a scanned copy of the appropriate documentation.

Fingerprint Clearance Card*

Upload a scanned copy of both sides of the valid fingerprint clearance card issued by the Arizona Department of Public Safety for the school site administrator.

Copy of Current Liability Insurance Coverage*

Upload the appropriate documentation, which must identify the Charter Holder requesting expansion.

Narrative*

Upload a narrative that responds to the following prompts:

- Describe the rationale for this request.
- 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.
- Identify the target population of the proposed school, and demonstrate a clear understanding of the following:
 - The students the proposed school intends to serve;
 - How the population is similar to, or different from, the population currently served by the school(s) operating under the charter;
 - Whether the students will be primarily neighborhood or commuter;
 - A demographic profile of the population;
 - Current levels of academic performance; and
 - Needs not currently met for the target population.
- Describe how the school will provide a quality academic option and/or a unique program of instruction that is currently unavailable to the target population.
- Identify the number of instructional days the school will be in session.
- Provide a detailed description of how the Charter Holder will meet the enrollment targets identified in each Enrollment Matrix submitted. Include:
 - A description of the market analysis that supports the successful enrollment of the projected student count.
 - The timeline for enrollment at the proposed school, and how it will be communicated to the public.
- 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.

The first payment for a school year is not distributed until August 1st of the Fiscal Year. Explain how the Charter Holder will manage all expenses, including, but not limited to, those already identified in the staffing and resource components of the narrative, prior to receiving this initial payment.

Additional Information

Upload each of the following documents:

- 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. Additionally, complete the matrix for the proposed school for its first three years.
- Staffing Chart*
 - Complete for each school operated by the charter, identifying the current and anticipated staffing information for the subsequent three Fiscal Years. Additionally, complete the chart for the proposed school in its first three Fiscal Years.
- Financial Documentation (Only for Charter Holders **not meeting** the Financial Performance Eligibility Requirements—see page 6 of The Guide):
 - Upload the financial performance response as described in Appendix C of the PFFG;
 - A start-up budget;
 - First-year operational budget; and
 - Budget assumptions for the new school.

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 and current Fire Marshal’s report, both approved for educational use; OR
 - Completed Occupancy Compliance and Understanding Form that is signed and dated by the Charter Representative
- Lease agreement, proof of purchase, or builder contract for facility
- Copy of liability insurance coverage
- Copy of Fingerprint Clearance Card for school administrator (both sides)
- 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
- Financial Documentation (if applicable)
 - Financial Performance Response
 - Start-up budget
 - First-year operational budget
 - Budget assumptions

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 by the appropriate board and is consistent with the submitted form.</p>
Occupancy Documentation	<p><input type="checkbox"/> The Certificate of Occupancy; and/or Fire Marshal’s Inspection Report for the proposed school.</p> <p><input type="checkbox"/> If neither displays occupancy, additional documentation to demonstrate capacity that is in alignment with the Charter Holder’s enrollment cap.</p> <p><input type="checkbox"/> If the Certificate of Occupancy and/or Fire Marshal’s Inspection Report are not available at time of submission, an Occupancy Compliance Assurance and Understanding Form signed by the Charter Representative is submitted.</p>
Lease Agreement, Proof of Purchase, or Builder Contract	<p><input type="checkbox"/> Documentation demonstrates an agreement for the proposed facility.</p>
Fingerprint Clearance Card	<p><input type="checkbox"/> Valid FCC for school administrator that does not expire within the 60 days after the submission of the amendment request.</p>
Liability Insurance Coverage	<p><input type="checkbox"/> Copy of current insurance policy with Charter Holder’s name as policyholder/insured.</p>
Rationale (Narrative)	<p>Description includes the following:</p> <p><input type="checkbox"/> Rationale for adding a new school; and</p> <p><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
Staffing Chart	<p><input type="checkbox"/> Completed Staffing Charts are provided for the school(s) operated by the Charter Holder and the proposed school.</p> <p><input type="checkbox"/> Staffing Charts include a leadership section for the school(s) operated by the Charter Holder and the proposed school.</p> <p><input type="checkbox"/> Staffing Charts are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>

<p>Staffing Plan (Narrative)</p>	<p><input type="checkbox"/> Plan describes changes to instructional, non-instructional, and administrative staff in the Staffing Charts.</p> <p><input type="checkbox"/> Staffing, enrollment, and target population needs are addressed by the following processes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruitment; <input type="checkbox"/> Hiring; and <input type="checkbox"/> Training. <p><input type="checkbox"/> If no changes to staffing, the plan describes why there are no needed changes.</p> <p><input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.</p>
<p>Target Population (Narrative)</p>	<p>Response includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identification of the target population; <input type="checkbox"/> How the target population is similar to, or different from, the current population served by the charter; and <input type="checkbox"/> Whether the population will be primarily neighborhood or commuter students. <p>Response provides the target population's:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demographic profile; <input type="checkbox"/> Current levels of academic performance (e.g. AzMERIT information and letter grades); and <input type="checkbox"/> Needs not currently met. <p><input type="checkbox"/> Target population information is consistent with information contained in all other applicable narrative prompts and accompanying attachments.</p>
<p>Quality Option or Unique Program of Instruction (Narrative)</p>	<p>Description includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reason(s) the school provides a quality academic option; or <input type="checkbox"/> Reason(s) the school provides a unique program of instruction. <ul style="list-style-type: none"> <input type="checkbox"/> If both apply, both have been addressed. <input type="checkbox"/> How these reasons meet the needs of the target population. <p><input type="checkbox"/> Description is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p>Instructional Days (Narrative)</p>	<p><input type="checkbox"/> The number of instructional days is identified.</p>

<p>Enrollment Matrix</p>	<p><input type="checkbox"/> An Enrollment Matrix is completed for the current and subsequent three Fiscal Years for each school operated by the Charter Holder, as well as for the proposed school.</p> <p><input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p>Enrollment Targets (Narrative)</p>	<p><input type="checkbox"/> Description of enrollment is consistent with the targets identified in each Enrollment Matrix submitted.</p> <p>Description includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A plan for meeting targets; and <input type="checkbox"/> Necessary advertising and/or promotion to meet the targets. <p><input type="checkbox"/> Description of the market analysis, to include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other educational options available to students in the target area; <input type="checkbox"/> An explanation of need for the school; and <input type="checkbox"/> Factual data to support the need. <p><input type="checkbox"/> Timeline for enrollment at the proposed school is included and explains how it will be communicated to the public.</p> <p><input type="checkbox"/> Enrollment Justification is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p>Resources (Narrative)</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>Management of Expenses (Narrative)</p>	<p>A viable and adequate plan for managing all initial expenses, to include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruiting, hiring, and training employees (if applicable) <input type="checkbox"/> Advertising and/or promoting the school (if applicable) <input type="checkbox"/> Enrolling students (if applicable) <input type="checkbox"/> Purchase of concrete resources (if applicable)

	<ul style="list-style-type: none"> <input type="checkbox"/> Facilities (if applicable) <input type="checkbox"/> Other items as indicated by the request (if applicable) <input type="checkbox"/> Expense Plan is consistent with information contained in all applicable narrative prompts and accompanying attachments.
<p>Financial Documentation (if applicable)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Financial Performance Response (If applicable) <input type="checkbox"/> Start-up Budget (If applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Ensures revenues cover expenses <input type="checkbox"/> First-Year Operational Budget (If applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Lists expenditures to cover all expenses described in the request <input type="checkbox"/> Ensures revenues cover expenses <input type="checkbox"/> Budget Assumptions (If applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrate through the assumptions that the amounts listed for each budget are viable and adequate.