

Program of Instruction Amendment Request

Purpose

The *Program of Instruction Amendment Request* is used to change or add to the curriculum, methods of instruction, and/or methods of assessment. Note that any changes made need to support the charter mission, educational philosophy, and target population as described in the charter contract, as amended.

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 is eligible to submit a *Program of Instruction Amendment Request*. A charter holder that is approved to operate an Arizona online instruction (AOI) school or program is not eligible to submit a *Program of Instruction Amendment Request* that includes a dropout recovery program.¹

Board Consideration

A substantively complete amendment request submitted by a charter holder that does not include a dropout recovery program or online program may be considered for approval by the Executive Director or 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 The Guide) 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.

Form Fields

Field	Instructions
Change From*	Provide a brief description of the program of instruction currently documented in the charter contract.
Change To*	Provide a brief description of what the program of instruction will be changed to, or what is being added.

¹ A.R.S. § 15-901.06(B)(1) states "... A provider of Arizona online instruction pursuant to section 15-808 may not also operate a dropout recovery program pursuant to this section."

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*

Narrative*

Upload a narrative that responds to the following prompts:

- Describe the rationale for the change in the program of instruction.
- Describe the proposed changes to the program of instruction, including the following:
 - Curriculum (which clearly demonstrates alignment to the Arizona College and Career Ready Standards);
 - Methods of instruction; and
 - Formative and summative assessments.

If changes to one or more areas are not needed, provide an explanation.

- Explain how the proposed changes to the program of instruction align to the mission documented in the charter and educational philosophy of the charter.
- Explain how the proposed changes to the program of instruction improve pupil achievement in the target population served by the charter.
- Discuss the transition plan for the changes to the program of instruction, including the following:
 - Timeframes for implementation of the changes;
 - Purchasing necessary resources (e.g. curriculum and assessment materials) to implement the changes; and
 - Training staff to effectively implement the changes.

Administrative Completeness Review

An administratively complete request includes the following:

- 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 is signed by all current board members if the approving board is not subject to Open Meeting Law.
- Narrative, addressing all prompts

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> <ul style="list-style-type: none"> <input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form.
Rationale (Narrative)	<p>Description includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rationale for the change in the program of instruction. <input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Proposed Changes (Narrative)	<p>Description includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Changes to curriculum (that clearly demonstrate alignment to the Arizona College and Career Ready Standards); <input type="checkbox"/> Changes to the methods of instruction; and <input type="checkbox"/> Changes to formative and summative assessments <p><input type="checkbox"/> If any of the three areas are not being changed, an explanation of how this area will remain consistent with the new Program of Instruction is included.</p> <p><input type="checkbox"/> Described changes are consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
Alignment to Mission and Philosophy (Narrative)	<ul style="list-style-type: none"> <input type="checkbox"/> Explanation of how the proposed changes align to the mission documented in the charter. <input type="checkbox"/> Explanation of how the proposed changes align to the educational philosophy of the charter. <input type="checkbox"/> The proposed Program of Instruction is consistent with information contained in all applicable documents on file with ASBCS. If not, appropriate amendments have been filed to reconcile this misalignment. <input type="checkbox"/> Described alignment is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Improved Pupil Achievement (Narrative)	<ul style="list-style-type: none"> <input type="checkbox"/> Explanation of how the proposed changes improve pupil achievement in the target population. <input type="checkbox"/> Explanation is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.
Transition Plan (Narrative)	<p>Description of the transition plan, including the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Timeframes for implementation of the changes; <input type="checkbox"/> Purchasing necessary resources to implement the described changes; and <input type="checkbox"/> Training staff to effectively implement the changes. <p><input type="checkbox"/> Transition plan is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>