

# School Closure Notification Request

## Purpose

The *School Closure Notification Request* is used when the Charter Holder needs to close one of its charter schools. **If the Charter Holder wants to close the only charter school operating under the contract, the Charter Holder should not use this form, but should contact Board staff at 602.364.3080.**

## Determining Eligibility

Any charter holder is eligible to submit a *School Closure Notification Request* provided it operates more than one school under the charter contract.

## Board Consideration

A substantively complete notification request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the consent agenda of a regular Board meeting.

## 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
Select School*	Choose the school that the Charter Holder intends to close.
Last Day of Instruction*	Identify the last day the school will instruct students.
Record Request Information*	Provide the name, address, phone number, and email address of the individual that will be maintaining and processing requests for student records.

## Attachments

For further information regarding specific documentation requirements, see pages 6–15 of The Guide and the substantive completeness requirements found on page 2 of these instructions.

### 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:

- Provide the rationale for closing the school.
- 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.

## 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
- 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	Board Minutes that: <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.</li> </ul>
Rationale (Narrative)	Description includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for closing the school; and</li> <li><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
Number of Students (Narrative)	<input type="checkbox"/> Narrative identifies the number of students displaced by the closure.
Communication Plan (Narrative)	Response includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the plan to communicate closure to the school community</li> <li><input type="checkbox"/> Description of how the Charter Holder will assist displaced students with the following:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying other options; and</li> <li><input type="checkbox"/> Enrolling in another school.</li> </ul> </li> </ul>