

School Closure Amendment Request

Purpose

The *School Closure Amendment Request* should be completed if 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.**

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 *School Closure Amendment Request* provided it operates more than one school under the charter contract.

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.

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 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:

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