

School Location Notification Request

Purpose

The *School Location Notification Request* should be completed if the Charter Holder needs to change the mailing address or physical address currently on file with the Board for a charter school.

It is not necessary to file this request to change the school’s phone/fax number(s) on file with the Board; rather, the authorized charter representative should email the new information to charterschoolboard@asbcs.az.gov.

Determining Eligibility

Any Charter Holder is eligible to submit a *School Location Notification Request*.

Board Consideration

If the Charter Holder is only requesting to change the mailing address of the school, a substantively complete notification request may be considered for approval by the Executive Director.

If moving the physical address of a school **five miles or less** from its current location, a substantively complete notification request may be considered for approval by the Executive Director, or may be placed on the consent agenda of a regular Board meeting.

If moving **more than five miles**, a substantively complete notification shall 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 button for the school that the Charter Holder is requesting to move to a new location.
Current Address, Phone Number, and Fax Number	This information will prepopulate based on the school that is chosen in the previous step.
New Address, Phone Number, and Fax Number*	Check all boxes that apply to this request.
Effective Date of Change*	Identify the date on which the change is intended to be implemented.

New Physical Address	Identify the new address at which the school will be operating, including the street address, city, state, zip, phone, and fax number.
New Mailing Address	If this information is the same as the physical address, check the “Same as new physical address” box. If not, identify the new address at which the school will be receiving mail, including the street address, city, state, zip, phone, and fax number.

Attachments

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

Board Minutes*

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

Occupancy Documentation (if changing physical address)

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.

- **Copy of Current Liability Insurance Coverage**

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

- **Agricultural Land Regulation Assurance**

Upload a completed Agricultural Land Regulation Assurance and Understanding Form signed by a Charter Representative. If the form indicates that an agreement has been filed with the Office of the County Recorder, ensure that evidence is attached.

- **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.

- **Narrative**

Upload a narrative that responds to the following prompts:

- Provide the rationale for moving the school to a new location.
- Provide a detailed description of how the Charter Holder will meet the enrollment targets identified in the Enrollment Matrix. Include the following:
 - 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.
- (If the school is moving **more than** 5 miles from its current location) Discuss the percentage of students from the previous location that have committed to/are projected to remain enrollment at the new location. Include the following:
 - The percent of students that the Charter Holder projects will remain enrolled at the school after relocation;
 - The factual data that supports this projection; and
 - The plan for ensuring the transition of these students to the new location.
- (If the school is moving **more than** 5 miles from its current location) Identify the target population the school will serve at the proposed location. Demonstrate a clear understanding of the following:
 - The students the 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; and
 - Current levels of academic performance.

Administrative Completeness Review

An administratively complete request includes:

- 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
- Agricultural Land Regulation Assurance Form
- Completed Enrollment Matrix for each school operated by the Charter Holder

- 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 by the appropriate board and is consistent with the submitted form
Occupancy Documentation	<ul style="list-style-type: none"> <input type="checkbox"/> The Certificate of Occupancy and Fire Marshal’s Inspection Report for the proposed school location. <input type="checkbox"/> If neither displays occupancy, additional documentation to demonstrate capacity that is in alignment with the enrollment matrix for the school. <input type="checkbox"/> If the Certificate of Occupancy and/or Fire Marshal’s Inspection Report are not available at the time of submission, an Occupancy Compliance Assurance and Understanding Form signed by the Charter Representative is submitted.
Lease Agreement, Proof of Purchase, or Builder Contract	<ul style="list-style-type: none"> <input type="checkbox"/> Document demonstrates an agreement for the proposed facility.
Copy of Liability Insurance Coverage	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of current insurance policy with Charter Holder’s name as policyholder/insured.
Agricultural Land Regulation Assurance	<ul style="list-style-type: none"> <input type="checkbox"/> If the form indicates that an agreement has been filed with the Office of the County Recorder, evidence is included.
Enrollment Matrix	<ul style="list-style-type: none"> <input type="checkbox"/> An Enrollment Matrix is completed for the current and subsequent three Fiscal Years for each school operated by the Charter Holder. <input type="checkbox"/> Each Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.
Enrollment Targets (Narrative)	<ul style="list-style-type: none"> <input type="checkbox"/> Description of enrollment is consistent with the targets identified in each Enrollment Matrix submitted. <input type="checkbox"/> Description includes the following: <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. <input type="checkbox"/> Description of the market analysis, to include the following: <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 school for which the request has been submitted is included and explains how it will be communicated to the public.</p> <p><input type="checkbox"/> Enrollment Justification is consistent with the information contained in all applicable narrative prompts and accompanying attachments.</p>
<p>Rationale (Narrative)</p>	<p>Description includes the following:</p> <p><input type="checkbox"/> Rationale for relocating the school; and</p> <p><input type="checkbox"/> Rationale is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</p>
<p>Reenrollment Percentage (Narrative—More than 5 miles only)</p>	<p>Response includes the following:</p> <p><input type="checkbox"/> The percent of students that the Charter Holder projects will remain enrolled at the school after relocation;</p> <p><input type="checkbox"/> The factual data that supports this projection; and</p> <p><input type="checkbox"/> The plan for ensuring the transition of these students to the new location.</p>
<p>Target Population (Narrative—More than 5 miles only)</p>	<p>Response includes the following:</p> <p><input type="checkbox"/> Identification of the target population;</p> <p><input type="checkbox"/> How the target population is similar to, or different from, the current population served by the charter; and</p> <p><input type="checkbox"/> Whether the population will be primarily neighborhood or commuter students.</p> <p>Response provides the target population's:</p> <p><input type="checkbox"/> Demographic profile; and</p> <p><input type="checkbox"/> Current levels of academic performance (e.g. AzMERIT information and letter grades).</p> <p><input type="checkbox"/> Target population information is consistent with information contained in all other applicable narrative prompts and accompanying attachments.</p>