

# School Specific Change in Grades Served Notification Request

## Purpose

The *School Specific Change in Grades Served Notification Request* is used to increase or decrease the grades served at a particular school.

## Determining Eligibility

Any charter holder is eligible to submit a *School Specific Change in Grades Served Notification Request*.

## 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 agenda of a regular Board meeting.

## 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
<b>Select School*</b>	Select the school from the list of schools operated under the charter for which the request is being submitted. A separate request must be submitted for each school affected by a change in grades served.
<b>Current Grades Served</b>	Confirm that the current grades served accurately identifies the grade levels currently served at the school. If not, contact the Board office.
<b>New Grade Levels Served*</b>	Identify the grades to be served after approval of the request. This includes the current grades served, and the new grades that are requested.
<b>Effective Date*</b>	Enter the proposed first day of school for the new grades. (This change cannot occur mid-year.)

## Attachments

For further information regarding specific documentation requirements, see pages 6–15 of The Guide and the substantive completeness requirements found on pages 2–4 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:

- (Decrease and Increase) Provide the rationale for the change in grade levels served at this school.
- (Decrease Only) Identify the number of students displaced by the decrease in grades.
- (Decrease Only) Discuss the plan to communicate the decrease in grades to the school community, including providing students with the following:
  - Identifying other educational options; and
  - Enrolling in another school
- (Increase Only) Provide a justification for the enrollment targets identified in each Enrollment Matrix submitted.
- (Increase Only) Provide a detailed staffing plan that describes the changes shown in the Staffing Chart submitted with this request. Include how administrative, instructional, and non-instructional staff will be:
  - Recruited;
  - Hired; and
  - Trained.

### Facility Documentation (Increase Only)

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

- A Certificate of Occupancy, approved for educational use, **and/or**
- A current Fire Marshal's Inspection Report.
- 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.

This area will only allow for the upload of one document, please upload the additional facility documentation (if applicable) in the "Additional Information" upload area.

### Additional Information (Increase Only)

Upload each of the following documents:

- Enrollment Matrix
  - Complete for the school for which the request is being submitted, detailing the current and targeted number of students served per grade for the subsequent three Fiscal Years.
- Staffing Chart
  - Complete for the school for which the request is being submitted, identifying the current and anticipated staffing information for the subsequent three Fiscal Years.
- Additional Facility Documentation (See above)

## 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
- Facility Documentation (Increase only)
  - Certificate of Occupancy, approved for educational use, **and/or**
  - Current Fire Marshal’s report, approved for educational use.
  - Capacity Documentation
- Completed Enrollment Matrix for the school for which the request is being submitted
- Completed Staffing Chart for the school for which the request is being submitted

## 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 the change in grade levels served at 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—Decrease Only)	<input type="checkbox"/> Narrative identifies the number of students displaced by the decrease in grades.
Communication Plan (Narrative—Decrease Only)	Response includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the plan to communicate decrease in grades to the school community</li> </ul> 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>
Enrollment Matrix (Increase Only)	<ul style="list-style-type: none"> <li><input type="checkbox"/> An Enrollment Matrix is completed for current and subsequent three Fiscal Years for the school for which the request is being submitted.</li> <li><input type="checkbox"/> The Enrollment Matrix is consistent with information contained in all applicable narrative prompts and accompanying attachments.</li> </ul>

<p><b>Enrollment Justification (Narrative—Increase Only)</b></p>	<p>Justification for each Enrollment Matrix includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan for meeting each year’s enrollment targets;</li> <li><input type="checkbox"/> Necessary advertising and/or promotion (if applicable);</li> <li><input type="checkbox"/> Number of returning students; and</li> <li><input type="checkbox"/> Anticipated new student enrollment</li> </ul> <p><input type="checkbox"/> Enrollment Justification is consistent with information contained in all applicable narrative prompts and accompanying attachments.</p>
<p><b>Staffing Chart (Increase Only)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Staffing Chart provided for the school for which the request is being submitted.</li> <li><input type="checkbox"/> Staffing Chart includes a leadership section for the school for which the request is being submitted.</li> <li><input type="checkbox"/> Staffing Chart is consistent with information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
<p><b>Staffing Plan (Narrative—Increase Only)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan describes changes to instructional, non-instructional, and administrative staff in the Staffing Chart.</li> <li><input type="checkbox"/> Staffing, enrollment, and target population needs are addressed by the following processes:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Recruitment;</li> <li><input type="checkbox"/> Hiring; and</li> <li><input type="checkbox"/> Training.</li> </ul> </li> <li><input type="checkbox"/> If no changes to staffing, the plan describes why there are no needed changes.</li> <li><input type="checkbox"/> Staffing Plan is consistent with the information contained in all applicable narrative prompt responses and accompanying attachments.</li> </ul>
<p><b>Facility Documentation (Increase Only)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent Certificate of Occupancy; and/or Fire Marshal’s Inspection Report.</li> <li><input type="checkbox"/> If neither displays occupancy, additional documentation to demonstrate capacity. Description included of how the space is sufficient for the number of students requested. Hand-drawn images will not be accepted.</li> </ul>