

## Decreasing Grade Levels to Charter Amendment Request

The *Decreasing Grade Levels to Charter Amendment Request* is used to decrease the grade levels served by the Charter Holder<sup>1</sup>. This is a permanent change to the charter contract. The request must be submitted timely so that it may be processed within the timeframe provided in Rule. Review the *Meeting Schedule and Notification Request Submission Deadlines* document, available on the ASBCS webpage (<http://asbcs.az.gov>) to determine the deadline for submitting a notification request to be considered by the Board by a specified date. This request applies to multiple sites operated under a charter. Any Charter Holder may submit a *Decreasing Grade Levels to Charter Amendment Request*.

### Consideration by the Board

Amendment requests submitted by Charter Holders that are substantively complete may be placed on the consent agenda.

### Submission Requirements for Completing the Request Form

The following instructions supersede the instructions listed in the upload area of the ASBCS Online system for the *Instructional Days Amendment 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.

**Current Grade Levels Served**—Confirm that the grades served accurately reflects the grades approved for the charter contract. If not, contact the Board office.

**Remove Grade Levels\***—Select the grade or grades from the list of grades served under the charter contract for which the request is being submitted.

**Effective Date\***—Enter the proposed date in which the grade level(s) decrease will occur.

**Board Minutes\***—Upload evidence (i.e. minutes) that the proposed change has been approved by the charter holder. (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01.)

**Narrative\***—Provide a narrative that responds to the following prompts:

1. Describe the rationale for the decrease in grade levels served.
2. The number of students displaced.
3. Efforts taken by the school to provide students with options and assistance in enrolling in another school.