



Arizona State Board for Charter Schools Transfer Application

1700 West Washington Street, Suite 164
Phoenix, AZ 85007
Phone: (602) 364-3080
Fax: (602) 364-3089
www.asbcs.az.gov

Table of Contents

	Page
General Instructions	2
Application Title Page – Attachment A.....	7
School Information – Attachment B.....	8
Site Information – Attachment C.....	9
Background Information – Attachment D	10
Affidavit – Attachment E.....	12
Terms to Know	14

TRANSFER APPLICATION GENERAL INSTRUCTIONS

This application should be used when seeking to transfer sponsorship to the Arizona State Board for Charter Schools or to transfer any charter site currently operating under an existing charter to its own charter.

Please follow these instructions completely. An incomplete application package will not be forwarded to the Board.

A charter holder seeking to transfer sponsorship or any charter site currently operating under an existing charter seeking to transfer to its own charter must have three years of academic data prior to submitting a transfer application package.

Instructions

By the close of business on the last day of November of the fiscal year prior to intended transfer, submit a letter of intent to transfer to the State Board for Charter Schools. The letter should specify whether the transfer request is for a site under a charter sponsored by the Board or for a charter currently sponsored by another authorizer.

Upon written acknowledgment from the Board, proceed with the application process detailed below.

Completely prepare the application package using the format and timeline provided. When submitting an application package, please provide **1 unbound original, 1 paper copy without Attachments E and F, and one PDF copy without Attachments E and F.** Applications can be mailed or delivered to the Arizona State Board for Charter Schools.

1700 W Washington Street, Room 164

Phoenix, AZ 85007

PDF copy may be sent to charterschoolboard@asbcs.az.gov or provided on a CD.

Note: Attachments E and F require the inclusion of information that is confidential by state law. The Board will maintain the confidentiality of original Attachments E and F as provided by law. The Board is not responsible for the release of confidential information contained in Attachments E and F that is submitted by the Applicant in a manner other than described herein.

Information must be provided on the required forms and within the specified page limits. An applicant must follow this format to be considered for a charter transfer. Incomplete applications will not be considered by the Board.

Application Timeline

By statute, a transfer becomes effective at the beginning of a fiscal year. In order to ensure appropriate processing time, a complete application package must be received in this office by close of business on **the last day in February** for a transfer on July 1, of the next fiscal year.

Applicants will be notified of the date, time, and location of the Board meeting at which the application package will be considered. Applicants may make a brief presentation to the Board. The Board may accept or reject the transfer application package.

Application

1. Title Page –Attachment A

Provide all information requested.

2. School Information2 – Attachment B

Use this form to provide information on school mission, school calendar, and organizational governance and structure. Use this page only.

3. Site Information – Attachment C

School Site Information. Provide complete information on all sites, include the certificate of occupancy and fire marshal report for each site.

4. A letter from your sponsor releasing you from your charter contract. – Appendix A

This is not a requirement if the charter is currently sponsored by the State Board for Charter Schools or the State Board of Education.

5. Minutes authorizing the transfer

Provide copy of Charter Holder board minutes authorizing the transfer.

6. A copy of your charter contract. – Appendix B

This is not a requirement if the charter is currently sponsored by the State Board for Charter Schools or the State Board of Education.

7. Articles of Incorporation and most recent annual report on file with the Arizona Corporation Commission. – Appendix C

8. Corporate By Laws. – Appendix D

9. Organizational Structure - Provide an organizational chart and narrative that represents a practical reporting structure within the organization.– Appendix E

10. Fingerprint & Background Checks - Appendix F – A.R.S. 15-183.C.3

Each applicant is required to submit the following:

- a. Fingerprint Clearance Card. Pursuant to statute, all applicants must have a valid Fingerprint Clearance Card prior to the issuance of a charter. The Board will not consider an application package until each charter representative and all officers, members, partners or board members for this applicant has obtained a valid fingerprint clearance card and submitted a copy to the State Board for Charter Schools' office.
- b. an affidavit for conducting background checks – **Attachment D**
- c. a background information sheet – **Attachment E**
- d. resume (2 page maximum).

11. Certificate(s) of Occupancy and Fire Marshal's Report(s) – Appendix G

Provide a certificate of occupancy and current fire inspection report for each school site that is approved for educational occupancy.

12. Lease Agreement – Appendix H

13. Liability Insurance – Appendix I

Provide a copy of the Certificate of Liability that covers all sites being transferred.

14. Comprehensive Program of Instruction - A.R.S. 15-183.E.3 - Appendix J

A. Curricular Emphasis Narrative (5 page maximum)

Curricular Emphasis Narrative should be meaningful and support the purpose and scope of charter schools in Arizona. Readers should get a sense of the educational intent of the school and a rationale for that intent. The following elements must be included in the narrative:

1. School Community: Provide a description of the community/population served.
2. Educational Philosophy: Identify the principles or concepts fundamental to the school's instructional strategies.
3. Methods of Instruction: The application package must describe the methods of instruction utilized by teachers at the school. Methods of instruction must reflect the mission and philosophy. It must also include a rationale for using such methods with the targeted population.
4. Methods of Assessment: Describe how the school assesses student academic gain and how those methods reflect the methods of instruction and philosophy of the school. Methods of assessment must provide a clear picture of how the school monitors academic achievement throughout an academic year. The description must also include how assessments are used to guide instructional decisions.
5. Remediation Plan: Provide a narrative description for how the school structures remediation. Include criteria for when remediation occurs and how it is implemented.
6. Promotion and Retention Plan: Identify criteria for how the school determines grade level promotion and retention. The criteria identified must include proficiency levels for academic subject areas and all criteria that the school uses to determine promotion and retention.
7. Class Size: Identify the target class size for each grade level you serve. Include the rationale for the identified class size and how that supports the methods of instruction, target population, and facility description provided on Attachment C.

B. Performance Management Plan

This is only required of those applicants who were directed to include this component in the acknowledgment letter from the Board. The determination was based on a review of the applicant's academic data as compared to the Board's standard for adequate academic performance.

- A school that serves any students between grades three and eight must meet or exceed the state average percent proficient in reading and in math on the state

assessment and has a student growth percentile of no less than minus one standard deviation from the state median growth percentile in reading and in math.

- A school that serves students no higher than grade two must exceed the state average scale score on the Arizona Department of Education's norm-referenced test administered to second grade students.
- A school that serves any students from grades ten to twelve must meet or exceed the state average percent proficient in reading and in math on the state assessment.

C. Declarations

Include a copy of each of the most recent Declarations of Curricular and Instructional Alignment on file with the Arizona Department of Education.

15. Financial Information – Appendix L

Please provide the most recent independent audit including audit report, compliance questionnaire(s) and management letter, if applicable. This is not a requirement if the charter is currently sponsored by the State Board for Charter Schools or the State Board of Education.

Revised

TITLE PAGE 2010-2011

Name of Applicant Applying for the Transfer:

(This may be a public body, private person, or private organization A.R.S. 15-183.B.3)

School Name:

School Address:

*Additional site information should be submitted on Attachment C

Charter Representative for Applicant:

(This may be the individual applicant or an individual authorized by the corporate board)

Charter Representative Mailing Address:

City: State: Zip: County:

Daytime Tel: Fax:

E-mail:

Transferring from:

- State Board of Education
- Site under a State Board of Education sponsored school (charter name)
- Site under a State Board for Charter Schools sponsored school (charter name)
- Local School District (district name)

Month and Year Chartered

FY of first year providing instruction

Form of Organization	Names of principals of the organization – see A.A.C. R7-5-101
<input type="checkbox"/> Non-Profit Corporation	Member Name(s)
<input type="checkbox"/> For-Profit Corporation	_____
<input type="checkbox"/> Partnership	_____
<input type="checkbox"/> Sole Proprietorship	_____
<input type="checkbox"/> Tribal Entity	_____
<input type="checkbox"/> LLC	_____
<input type="checkbox"/> Other	_____

The charter school applicant acknowledges that he/she/it has read all Arizona statutes regarding charter schools and that, if approved, he/she/it is subject to and will ensure compliance with all relevant federal, state and local laws and requirements. The charter school applicant acknowledges that if the charter transfer is approved, he/she/it must execute a charter contract with the Arizona State Board for Charter Schools before the beginning of the fiscal year the transfer is scheduled to become effective. Failure to do so will result in a review by the Superintendent of Public Instruction.

Name of Applicant/Charter Representative (please print)

Signature of Applicant/Charter Representative

SCHOOL INFORMATION

Mission Statement: (use only this space)

Grades Served	Total Number Served	Sites
Please check all grades being taught. K 1 2 3 4 5 6 7 8 9 10 11 12	Enrollment cap at all campuses and in all grades combined	Number Operating
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

*The addition of grades **not currently being provided** would require an amendment request after the approval and signing of the contract.

School Calendar

Standard (180+)
 Standard (144+)
 Extended School Year

Alternative

(please describe and attach board minutes approving alternative status as described)

Instructional Days

Target Start Date

Governing Body (Body responsible for the policy decisions of the school.) (A.R.S. 15-183.E.8)				
Member Type	Number	Name	Name	Name
Charter Organization				
School Staff				
Parents				
Community				
Other				

Revised

SITE INFORMATION

School Site Information

Name of School

Site Contact Title

Address

City State Zip County

Phone: Fax:

E-mail:

- ❖ Must submit a copy of the school's Certificate of Occupancy, Fire Marshal Occupancy Report, local county health permit, and documents from the Arizona Department of Health Services (if applicable). A copy of a valid Fingerprint Clearance Card for the site administrator must also be provided.

Name of School

Site Contact Title

Address

City State Zip County

Phone: Fax:

E-mail:

- ❖ Must submit a copy of the school's Certificate of Occupancy, Fire Marshal Occupancy Report and documents from the Arizona Department of Health Services (if applicable). A copy of a valid Fingerprint Clearance Card for the site administrator must also be provided.

Name of School

Site Contact Title

Address

City State Zip County

Phone: Fax:

E-mail:

BACKGROUND INFORMATION SHEET

Provide the following information for each authorized representative, corporate officer, member, partner, and any identified individual responsible for the day-to-day operation of the school:

Any section not completely filled out will be deemed **ADMINISTRATIVELY INCOMPLETE.**

Attach the following:

- Resume (2 page maximum)
- Official transcripts from the highest post-secondary education institution attended. Official transcripts from the educational institution must be received in the ASBCS office within 2 weeks of the application package submission.
- Copy of a valid fingerprint clearance card. Copies of applications to Arizona Department of Public Safety will not be accepted.
- Notarized Affidavit, Disclosure and Consent for Background and Credit Check

This form may be copied as many times as necessary.

Full Name (First, Middle, Last)		Other Names Used (Maiden names, AKA, etc.)	
Social Security Number (xxx-xx-xxxx)		Date of Birth (Month/Day/Year)	
Residential Address			
City	State	Zip	Phone Number
Mailing Address (if different from above)			
City	State	Zip	Phone Number
Email Address			

List each CITY, STATE and ZIP CODE you have lived in within the past seven years if different from your current address.

City	State	Zip Code	From Mo/Yr	To Mo/Yr

**BACKGROUND INFORMATION SHEET
PAGE TWO**

List highest post-secondary institution attended. Official transcripts from the educational institution must be received in the ASBCS office within 2 weeks of the application package submission and should be sent to: Arizona State Board for Charter Schools, 1700 W. Washington St., Room 164, Phoenix, AZ 85007

Institution Name	Dates Attended	Degree Earned	Major
------------------	----------------	---------------	-------

- Official transcripts attached
- Official transcripts requested on _____(date) to be sent directly to ASBCS.

List last FIVE YEARS of employment. Please include retirement or gaps of employment within the last five years.

Any section not completely filled out will be deemed **ADMINISTRATIVELY INCOMPLETE.**

Company Name		Position Held		
Address	City	State	Zip Code	Phone Number
Date Employed From: (Month/Year)	Date Employed To: (Month/Year)		Supervisor/Contact:	

Company Name		Position Held		
Address	City	State	Zip Code	Phone Number
Date Employed From: (Month/Year)	Date Employed To: (Month/Year)		Supervisor/Contact:	

Company Name		Position Held		
Address	City	State	Zip Code	Phone Number
Date Employed From: (Month/Year)	Date Employed To: (Month/Year)		Supervisor/Contact:	

Revised

**ARIZONA STATE BOARD FOR CHARTER SCHOOLS
1700 W. Washington Street, Room 164
Phoenix, AZ 85007**

**AFFIDAVIT, DISCLOSURE, AND CONSENT FOR BACKGROUND AND CREDIT
CHECK**

Instructions: Return this signed and notarized affidavit with the application package. Copies will not be accepted.

Name: _____

Social Security Number: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Date of Birth: _____

Place of Birth: _____

If you have already disclosed the information below to the Arizona State Board for Charter Schools within the past fiscal year, AND since disclosing that information, you: 1) have NOT been convicted of nor pled “no contest” for any violation of law other than minor traffic offenses nor has a conviction been set aside; 2) have NOT been convicted of, admitted committing, and are not awaiting trial on any of the below criminal offenses (listed in question 2) in this state or similar offenses in another jurisdiction; and 3) have NOT since declared bankruptcy, then you DO NOT have to resubmit the information requested below on page two of this form. Please complete page one, sign page two and submit to the Arizona State Board for Charter Schools.

If you have submitted this affidavit within one fiscal year for another charter, please indicate the name of the charter(s) or applicant and the date of prior submission

**AFFIDAVIT, DISCLOSURE, AND CONSENT FOR BACKGROUND AND CREDIT CHECK
PAGE TWO**

With signature below, permission is hereby granted to complete the background and credit check of the individual above for the following Applicant(s):

Please check the appropriate answer to each question below

<p>1. Have you ever been convicted of or pled “no contest” for any violation of law other than minor traffic offenses? If either event has occurred, you must answer YES. If the conviction has been set aside, the charges must be disclosed. Please give details on a separate signed, notarized and dated sheet.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2. Have you ever been convicted of, admitted committing, or are you awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction: (1) Sexual abuse of a minor, (2) Incest, (3) First or second degree murder, (4) Kidnapping, (5) Arson, (6) Sexual assault, (7) Sexual exploitation of a minor, (8) Contributing to the delinquency of a minor, (9) Commercial sexual exploitation of a minor, (10) Felony offenses involving distribution of marijuana or dangerous or narcotic drugs, (11) Felony offenses involving the possession or use of marijuana or dangerous or narcotic drugs, (12) Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs, (13) Burglary in the first degree, (14) Burglary in the second or third degree, (15) Aggravated or armed robbery, (16) Robbery, (17) A dangerous crime against children as defined in ARS § 13-604.01, (18) Child abuse, (19) Sexual conduct with a minor, (20) Molestation of a child, (21) Manslaughter, (22) Aggravated assault, (23) Assault, or (24) Exploitation of minors involving drug offenses? If YES, submit certified court record and details of incident(s), signed, notarized and dated.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Have you ever declared bankruptcy? Please give details on a separate signed, notarized and dated sheet.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

I DO SOLEMNLY SWEAR OR AFFIRM THAT THE FORGOING INFORMATION PROVIDED BY ME FOR THE ABOVE LISTED APPLICANT(S) IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, SHOULD ANY PART OF THE INFORMATION HEREIN PROVIDED PROVE TO BE FALSE, I RECOGNIZE THAT IT SHALL BE JUST CAUSE FOR DENIAL OR REVOCATION OF THE CHARTER FOR THE ABOVE LISTED APPLICANT(S) BY THE ARIZONA STATE BOARD FOR CHARTER SCHOOLS.

Applicant’s Signature _____

Notary:

Subscribed and sworn before me this _____ day of _____ Year _____.
 County of _____ State of _____.
 Notary Public _____ My Commission Expires _____

Terms to Know

Applicant – The applicant may be a public body, private person, or private organization (A.R.S. 15-183.B). Information on all corporate principals should be included when applicant information is requested.

Charter Representative – Must be an appropriately authorized individual per Articles of Incorporation or By-laws to contractually bind the organization. This individual would be the primary point-of-contact for communications regarding the application and presentation.

Background, Fingerprint and Credit Check – Employment and education history, DPS, FBI, and personal credit history of individual.

Charter – A legally binding agreement between the sponsor and an approved applicant.

Fingerprint Clearance Card – Issued by DPS to an individual. A valid Fingerprint Clearance Card must be included in the application package.

Principal – the officers, members, partners or board of an applicant.

Governing Body – Responsible for the policy decisions of the school. This may or may not be the same as the members of the corporate organization.

Special Emphasis – a particular focus of a school that is reflected throughout the program of instruction, (i.e. an arts school that integrates the arts throughout the curriculum and is reflected in the curricular sample; a school-to-work program that incorporates information about various occupations, the training to work in those areas, the workplace skills standards, and the academic program of the school, all of which would be reflected in the graduation requirements; a community-based program that is supported with community representation within the organizational structure, assessments related to the community, and a financial plan that supports students within the community (field trips, etc).

State Standards – The State Board of Education adopted the Arizona Academic Standards to be incorporated into curricular and instructional practices. The standards may be downloaded from <http://www.ade.az.gov/standards/contentstandards.asp>.