



Guide to the Five-Year Interval Review Process

Arizona State Board for Charter Schools

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Contents

I. INTRODUCTION.....	3
II. OVERVIEW OF THE FIVE-YEAR INTERVAL REVIEW PROCESS.....	3
III. PREPARING FOR SUBMISSION	4
A. Financial Performance.....	4
B. Operational Performance.....	4
C. Before the Academic Systems Review	5
IV. SUBMITTING REQUIRED INFORMATION FOR REVIEW.....	8
VI. ACADEMIC SYSTEMS REVIEW.....	9
VII. FINAL REPORT.....	9

I. INTRODUCTION

This document provides guidance for charter holders that are receiving a Five-Year Interval Review pursuant to A.R.S. § 15-183(I)(3). The following sections include an overview of the Five-Year Interval Review process, requirements for the preparation and submission of the required documents, an overview of the Academic Systems Review (“ASR”), and information regarding the materials provided to the Arizona State Board for Charter Schools.

II. OVERVIEW OF THE FIVE-YEAR INTERVAL REVIEW PROCESS

At five-year intervals throughout the term of the charter, a charter holder will be notified via email regarding the scheduled review, the submission requirements, and, if applicable, deadlines for the submission of required information. Review requirements will vary based upon the performance record of the charter holder and all schools operated by the charter holder in relation to the expectations set by the Board.

Interval Review Stages

The major stages of the Five-Year Interval Review process are summarized below:

Official Notification	The charter holder receives a notification including submission requirements and deadlines for the submission of required information. The charter representative is notified by email and for this reason, it is important for charter representative to have a current email address on record with the Board.
Site Visit Dates	The charter holder submits a list of dates to Board staff that are not conducive to an Academic Systems Review (“ASR”) site visit.
Required Submission	If applicable, the charter holder must submit, via ASBCS Online, its required information on or before the deadline date provided in the notification.
Documentation Review	Upon submission, Board staff will evaluate the required information.
Site Visit	An unannounced ASR onsite visit is conducted.
Final Report	Within 10 days of the ASR onsite visit, Board staff will provide the charter holder a report with the findings of the visit and identify any operational noncompliance issues that must be corrected.

Performance Frameworks

The Board has adopted three frameworks integral to the review, and each is available on the Board’s website:

- [Academic Performance Framework and Guidance](#)
- [Financial Performance Framework and Guidance](#)
- [Operational Performance Framework and Guidance](#)

The Academic Performance Framework adopted by the Board includes the Academic Performance Expectations. For schools not meeting the Board’s Academic Performance Expectations, there are no submission requirements. However, if a charter holder does not meet the Board’s Academic Performance Expectations, the findings of the Demonstration of Sufficient Progress will be provided to the Board for consideration. In its determination of whether a charter holder demonstrates sufficient progress toward the Board’s Academic Performance Expectations, the Board will consider the Overall Rating for each of the schools it operates for the three most recent years that Overall Ratings are available and whether or not there has been improvement in the measures used to determine the Overall Rating.

The Financial Performance Framework adopted by the Board includes the financial performance expectations and the requirements for submitting a financial performance response when the charter holder’s financial performance does not meet the expectations set by the Board.

Finally, the Board has adopted an Operational Performance Framework that includes the Operational Performance Expectations. The charter holder’s operational performance is reviewed as part of the interval review and includes a compliance check pursuant to A.R.S. R7-5-505 and the Board’s policy. If operational noncompliance issues are identified, the charter holder is required to submit the appropriate amendment requests or other filings to correct contractual non-compliance.

If a charter holder is required to submit information, Board staff will evaluate the submitted materials and notify the charter representative of the results of the evaluations and any next steps.

III. PREPARING FOR SUBMISSION

If a charter holder is required to address more than one area, the charter holder must submit the information separately for each area. All information must be submitted through ASBCS Online. Submission instructions are outlined in Section IV of this document.

A. Financial Performance

A charter holder that does not meet the Board’s Financial Performance Expectations is required to submit a financial performance response as part of its interval review.

A dashboard representation of the charter holder’s financial performance, based upon the indicators and measures adopted by the Board, is available through ASBCS Online. Instructions for accessing the financial dashboard are as follows:

- Go to <http://online.asbcs.az.gov>
- Under the “Search” option, select “Charter Holders”
- Enter part or all of the Charter Holder name and click “Search”
- Select the applicable Charter Holder from the search results
- Select the “Performance” tab

Guidance regarding the financial performance response, and the criteria Board staff will use to evaluate the response can be found in Appendix C of the Board’s [Financial Performance Framework and Guidance](#). Charter holders that are required to submit a financial performance response are encouraged to review this document to understand how to prepare the information for submission. To locate all relevant documents:

1. Go to the Board’s website (<http://asbcs.az.gov>).
2. Under “Charter School Operators”, click on “Performance Expectations”.
3. Select the “Financial Performance” tab to review applicable information for financial required information.

NOTE: *All responses will be available for public review. If references will be made to or include any sensitive information (e.g., bank account numbers), redact that information prior to submitting the response to the Board.*

B. Operational Performance

A charter holder’s operational performance is reviewed during a compliance check. This review determines if the charter holder is in compliance with certain contractual and statutory requirements. If the compliance check identifies an operational noncompliance issue, the charter holder is required to submit additional information as part of its interval review. An issue identified during the Five-Year Interval Review and ASR onsite visit is recorded in the charter holder’s operational dashboard.

When conducting a compliance check, Board staff reviews the charter holder's:

- Operational dashboard for the current evaluated year,
- Status with the Arizona Corporation Commission ("ACC"), and
- Alignment between the Principals identified in the charter contract and ACC.

Failure to submit timely may result in the charter holder being placed on a subsequent Board meeting agenda for possible disciplinary action pursuant to R7-5-505(G).

In accordance with the Board's Operational Performance Framework, a charter holder "Does Not Meet the Board's Operational Performance Standard" if it receives one or more "Falls Far Below Standard" ratings and/or 6 "Does Not Meet Standard" ratings across the Operational Framework's nine measures for the current fiscal year.

C. Before the Academic Systems Review

As part of the Five-Year Interval Review process, the charter holder is provided the opportunity to ensure its own compliance with certain contractual terms that can be amended before staff conducts an ASR onsite visit. If a charter holder does not ensure compliance in each of these areas prior to the ASR onsite visit and Board staff identifies operational noncompliance issues, those issues will be reflected in the charter holder's operational dashboard.

In order to determine whether any amendment requests or other filings are required to ensure compliance with these contract terms, the charter holder should review all contractual terms using the information on file with the Board. To view the information currently on file with the Board:

1. Log in to your ASBCS online account using the Charter Representative's user name (email address) and password. <http://online.asbcs.az.gov/>
 - a. If you do not remember your password, locate the "Forgot Password" icon on the log in page and click it to reset your password. You will receive an email from the ASBCS System Administrator (charterschoolboard@asbcs.az.gov) with instructions.
2. Once logged into the system, you will be taken to the Dashboard.
3. On the Dashboard, choose the Charter Holder's section or tab and click on Charter Holder Name.
4. On the Dashboard, select "Detailed Information" under the "Charter Holder" heading.

Specifically, the charter holder should review and confirm information concerning the following items:

- Charter holder governance
- Charter holder representative
- School governing body
- Charter holder location
- School name change
- School location
- Grades at a specific school
- Program of instruction
- Mission
- Instructional days
- Enrollment change in the current fiscal year

A description on how to review the information in each of these areas and how to make changes, if necessary, is provided below.

Board Members (Charter Holder Governance)

The board members are the officers, directors, members, and partners of the entity that holds the charter. These must be the same individuals who are identified through filings with the ACC. A charter holder is out of compliance with the charter contract if the corporate board members identified in the contract are not current and/or do not align with the corporate board members identified with the ACC. To check the organizational membership on file with the Board:

1. Log in to your ASBCS Online account using the Charter Representative's user name (email address) and password. <http://online.asbcs.az.gov/>
2. Once logged into the system, you will be taken to the Dashboard.
3. On the Dashboard, choose the Charter Holder's section or tab and click on Charter Holder Name.
4. Select the "Board" tab on the tool bar.
5. Make note of the officers, directors, members or partners listed.

To check the organizational membership on file with the ACC:

1. Go to the [Arizona Corporation Commission website](#)
2. Click "eCorp" on the right side of the page.
3. Click "Search" on the left side of the page.
4. Type the Charter Holder name in the "Name" bar on the right of the page.
5. Select the Charter Holder from the list.
6. Make note of the officers, directors, members or partners listed.

If the officers, directors, members or partners reflected on ASBCS Online do not match the current members on file with the ACC, the charter holder must either:

1. File the appropriate amendment request for Board consideration through the amendment process, or
2. Make the appropriate filing with the ACC, or
3. Both file the appropriate notification request for Board consideration through the amendment process and make the appropriate filing with the ACC.

Should the charter holder wish to add or delete a board member, it must submit a Charter Holder Governance Amendment Request through ASBCS Online.

Should the charter holder need to make changes to the board members who are identified on filings with the ACC, the charter holder will need to submit the appropriate filings with the ACC and provide Board staff with evidence of the appropriate filing(s).

The lack of alignment of officers, directors, members and partners of the charter holder on record as part of the charter contract with ACC submissions will be recorded in measure 2.d of the charter holder's operational dashboard.

Charter Holder Representatives

The charter holder representative is the individual who has the power to bind the charter holder contractually according to the charter holder's Articles of Incorporation, operating agreement, or by-laws, and is the point of contact for the Board for the purposes of communication and accountability to charter terms and conditions. The charter holder is out of compliance with the charter contract if the charter representative(s) identified in the contract is/are not current.

To review the charter representatives currently on file with the Board, select the "Representatives" tab. The charter representatives and their contact information are listed.

Should the charter holder wish to add or delete a charter representative, it must submit a Charter Representative Amendment Request through ASBCS Online.

School Governing Body

If the corporate entity of the charter holder has a separate governing body responsible for certain school decisions, this is known as the school governing body. The charter holder is out of compliance with the charter contract if the school governing body members identified in the contract is/are not current.

To review the school governing body, select the “Schools” tab. The members will be listed separately for each school under the “Governing Body” tab.

Should the charter holder wish to add or delete a school governing body member, it must submit a School Governing Body Amendment Request through ASBCS Online.

Charter Holder and School Location

The charter contract identifies the physical and mailing addresses for both the charter holder, the corporate entity, and for any schools operated under the charter. The charter holder is out of compliance with the charter contract if the addresses in the contract do not accurately reflect the addresses of the charter holder and the school(s) it operates.

Should a charter holder wish to change the address(es) for the charter holder it must submit the Charter Holder Location Amendment Request. Should a charter holder wish to change the address(es) for a school, it must submit the School Location Amendment Request.

Grade Levels Served

The charter contract identifies the grade levels the charter holder is authorized to serve as well as the specific grade levels the charter holder may and is serving at each of the schools it operates. The charter holder is out of compliance with the charter contract if the grade levels it serves do not align with the grade levels described in the contract.

To review the grade levels the charter holder is authorized to serve, select the “Detailed Information” link from the gray bar, then the “Grades” tab. The most current information will be found at the top of the list with an “Effective Date” but no “End Date.”

To review the grade levels the charter holder is authorized to serve at each of the schools, select the “Schools” tab. The authorized grade levels will be listed separately for each school under the “Grades” tab.

Should the charter holder wish to change the grade levels it is authorized to serve under the charter, it must submit a Grade Level Change to Charter Amendment Request through ASBCS Online.

Should the charter holder wish to change the grade levels it is authorized to serve at a specific school, it must submit a School Specific Change in Grades Served Amendment Request through ASBCS Online.

Program of Instruction

The program of instruction should describe the methods of instruction, criteria for promotion from one level to the next, and graduation requirements. The charter holder’s program of instruction should align with the charter mission, educational philosophy, and target population as described in the charter. The charter holder is out of compliance with the charter contract if the methods of instruction, criteria for promotion from one level to the next, and/or graduation requirements currently used at the schools operated by the charter holder do not align with those described in the charter contract.

If you do not have a copy of the charter contract and any amendments that have been submitted to the Board, please submit a records request to charterschoolboard@asbcs.az.gov to review the program of instruction currently associated with the schools operated by the charter holder.

Should the charter holder wish to modify the program of instruction, it must submit a Program of Instruction Amendment Request through ASBCS Online. If the charter holder is seeking to make changes to the charter holder’s delivery method to include the provision of specific online courses or the provision of a

comprehensive offering of courses that would constitute an online school under A.R.S. §15-808 for grade levels currently approved in the charter, the charter holder will be required to submit the Arizona Online Instruction Program of Instruction Amendment Request.

Mission Statement

The mission statement should be accurate on ASBCS online and be the same as the mission statement on the charter’s website, handbook, etc. The mission statement should explain how the program of instruction addresses the needs of the students and community the school serves.

To review the mission statement currently associated with the schools operated by the charter holder, select the “General” tab. The mission statement is listed at the bottom of the page. Should the charter holder wish to modify the mission statement, it must submit a Charter Mission Amendment Request through ASBCS Online.

Instructional Days

While all charter schools must operate using a school calendar and daily instructional schedule(s) that ensure compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served, there is flexibility in the number of instructional days that may be provided. The number of instructional days on file with the Board are contractual and must accurately reflect the number of instructional days in the school’s calendar. The charter holder is out of compliance with the charter contract if it is not providing the number of instructional days identified in the contract and/or the minimum annual instructional hours for each grade served.

To review the contractual instructional days for the charter schools operated by the charter holder, select the relevant school on the “Schools” tab, then select the “General” tab for the school. The contractual instructional days are listed as “Contractual Days” in the “General Information” area.

Should the charter holder wish to modify the contractually required instructional days, it must submit an Instructional Days Amendment Request. This request may apply to a specific school, or to multiple schools operated under a charter.

Enrollment Cap

The charter contract identifies the enrollment cap which limits the number of students the charter holder is authorized to serve. The charter holder is out of compliance with the charter contract if the number of students it serves exceeds the enrollment cap identified in the contract.

To review the enrollment cap, select the “Detailed Information” link from the gray bar, then the “Enrollment Caps” tab. The most current information will be found at the bottom of the list with an “Effective Date” but no “End Date.”

Should the charter holder wish to change the enrollment cap, it must submit an Enrollment Cap Amendment Request through ASBCS Online.

IV. SUBMITTING REQUIRED INFORMATION FOR REVIEW

Once the required information for review is complete and ready for submission, the charter representative uploads the documentation on ASBCS Online. **All required information for the review must be submitted by 11:59 p.m. on the deadline date.** The deadline date will be identified in the charter holder’s notification email.

To submit all required information:

1. Log in to your ASBCS Online account using the Charter Representative’s user name (email address) and password. <http://online.asbcs.az.gov/>
2. Once logged into the system, you will be taken to the Dashboard.
3. On the Dashboard, click on “Charter Holder”.
4. On the light gray toolbar that will appear below the Charter Holder menu, Click “Uploads”.

5. The “Upload Documents” section will contain a link named “Financial or Operational Interval Review Documents”.
6. Click on the link and upload Select the “Upload” button to complete the upload process.
7. Select “Add Another Document” to create an upload link for an additional document. Repeat as needed to upload all the required documents.
8. Upload only the required documents.

VI. ACADEMIC SYSTEMS REVIEW

As part of the Five-Year Interval Review process, Board staff conducts a comprehensive on-site visit to gain an understanding of how the school develops and implements the following:

- A curriculum designed to improve student achievement.
- A system for monitoring the integration of the Arizona academic standards.
- A system for monitoring and documenting student proficiency.
- A professional development plan that supports implementation of the curriculum.

Purpose: The ASR is designed to gather evidence regarding the school’s implementation in providing a comprehensive program of instruction and designing a method to measure pupil progress toward pupil outcomes, as required in the charter contract. A set of criteria is used by Board staff to review the school’s implementation of its academic systems.

Criteria: The ASR criteria determines the extent to which the school has:

1. An explicit, written curriculum for core content area that is aligned with Arizona academic standards.
2. A systematic process for reviewing and evaluating the curriculum, at specific intervals, for alignment to Arizona academic standards and improving student academic outcomes for the population served.
3. A teacher evaluation system to monitor the integration of state standards into instruction.
4. An assessment plan to track, analyze, and monitor student academic performance.
5. A professional development plan that aligns with the program of instruction and best practices.

Site Visit Components: The ASR on-site visit focuses on the following:

1. Classroom observations of multiple classrooms to view the program of instruction in action.
2. A review of documents to ensure compliance with the charter contract, and specific state and federal mandates.
3. A review of documents to evaluate the school’s academic systems, based on the ASR criteria.
4. A discussion with the school leadership to review initial findings and clarify any issues and/or concerns.

Timeframe: The ASR onsite visit is an unannounced visit that will occur within the current fiscal year. The charter holder is notified of the two-week window of when the ASR visit will take place.

VII. FINAL REPORT

The final report will summarize the Board staff’s findings based on observations at the school site, discussion with school leadership team, a review of documents, and any areas requiring further attention. Additionally, each report includes a summary of any contractual noncompliance issues identified by Board staff, and how they are recorded in the charter holder’s operational dashboard.