



Guide to the Five-Year Interval Review Process

Arizona State Board for Charter Schools

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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, detailed 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.

In order to ensure that the Board continues its oversight of quality school choices, certain criteria are reviewed during the Five-Year Interval Review process in accordance with the frameworks adopted by the Board. These components, as well as the steps to submitting required documentation, will be discussed in detail in this document.

II. OVERVIEW OF THE FIVE-YEAR INTERVAL REVIEW PROCESS

Charter schools are public schools that were established to provide a learning environment that will improve pupil achievement and provide additional academic choices for parents and pupils. 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.

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

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

Interval Review Stages

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

Notification	The Charter Holder receives a notification which includes submission requirements and deadlines for the submission of required information. The Charter Representative will be notified by email of the Charter Holder’s submission requirements. For this reason, it is important for Charter Representatives to have current email addresses 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 ASR site visit.
Required Submission	If applicable, the Charter Holder must submit, via the ASBCS Online system, 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 site visit is conducted.
Report to the Board	Board staff will provide a report to the Board summarizing the findings of the Five-Year Interval Reviews. Charter holders not meeting the Board’s performance expectations or with identified non-compliance may be considered by the Board separately.

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, the framework includes measurement of sufficient progress toward these expectations. 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.

Additionally, the Board has adopted an Operational Performance Framework that includes the Operational Performance Expectations. The Charter Holder’s performance in relation to the Operational Performance Expectations will be reviewed as part of the interval review. Failure to meet the Operational Performance Expectations may result in Board consideration of non-compliance. There are no submission requirements for the Operational Performance portion of the Five-Year Interval Review process; however, charter holders may determine whether they need to submit amendment or notification 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

Submission requirements may include a financial performance response, and/or may require evidence of the submission of amendment or notification requests regarding operational performance. 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. Academic Performance

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.

B. Financial Performance

A charter holder that does not meet the Board’s Financial Performance Expectations will be 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, is provided in Appendix C of the Board’s [Financial Performance Framework and Guidance](#). Additional resources are available under “Financial Performance Response” on the [Financial Performance section of Board’s website](#). **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.*

C. Required Amendments and Notifications

As part of the Five-Year Interval Review process, the Charter Holder is provided the opportunity to ensure its own compliance with contractual terms that can be amended before staff evaluates the identified areas for compliance. If a charter holder does not ensure compliance in each of these areas by the deadline identified in the interval review notification and Board staff identifies contractual non-compliance, that non-compliance will be reflected in the Charter Holder's Operational Performance Dashboard.

A charter holder who does not timely ensure compliance with all terms, and is found to be out of compliance with these terms, will be required to provide evidence of the submission of relevant amendment or notification requests or complete other filings to correct these areas of contractual non-compliance. If the Charter Holder does not correct the non-compliance as required during the interval review process, the Charter Holder may be brought before the Board for consideration of non-compliance. If the Board determines that a breach may have occurred, the Board may take action as it deems appropriate or necessary under state law, which may include withholding of up to 10% of the monthly apportionment of state aid and requiring a corrective action plan pursuant to A.R.S. §15-185(H).

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, which are outlined in detail below: Program of Instruction, Mission Statement, Instructional Days, School Calendar, School Location and Charter Holder Location, Grade Levels Served, Enrollment Cap, Charter Representatives, Board Members, and Identifying School Characteristics. A description on how to review the information in each of these areas and how to make changes, if necessary, is provided below.

As part of the Five-Year Interval Review process, the Charter Holder is provided the opportunity to ensure its own compliance with particular contractual terms that can be amended before staff's evaluation. If a charter holder does not ensure compliance in each of these areas by the deadline, all matters of non-compliance will be reflected in the Charter Holder's Operational Performance Dashboard.

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 this 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. More information about these amendments can be found on the Board's [website](#).

Mission Statement

The Mission Statement should describe the student population and explain how the Program of Instruction addresses the needs of the students and community the school serves by improving pupil achievement and providing educational choice.

To review the Mission Statement currently associated with the schools operated by this 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. More information about this amendment can be found on the Board's [website](#).

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.

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. More information about this amendment can be found on the Board's [website](#).

School and Charter Holder Location

The charter contract identifies the physical and mailing address 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 Notification Request. Should a charter holder wish to change the address(es) for a school, it must submit the School Location Notification Request. More information about these amendments can be found on the Board's [website](#).

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 serve 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.

Should the Charter Holder wish to change the grade levels it is authorized to serve under the charter, it must submit a Grade Levels Change to Charter Amendment Request through ASBCS Online. More information about this amendment can be found on the Board’s [website](#).

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 Notification Request through ASBCS Online. More information about this amendment can be found on the Board’s [website](#).

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. More information about this amendment can be found on the Board’s [website](#).

Representatives

The Charter Representatives are the individuals who have the power to bind the Charter Holder contractually according to the Charter Holder’s Articles of Incorporation, operating agreement, or by-laws, or because they have otherwise been authorized to do so by the entity they represent. The Charter Representatives are also the point of contact for the Board for the purposes of communication and accountability to contract 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, their contact information, and information about their Fingerprint Clearance Cards (FCC) are listed.

Should the Charter Holder wish to add or delete a Charter Representative, it must submit a Charter Representative Notification Request through ASBCS Online. More information about this amendment can be found on the Board’s [website](#).

Should the Charter Holder wish to update the contact information or FCC information for any of the Charter Representatives, it must email the new information to charterschoolboard@asbcs.az.gov. If providing updated information about FCC, please also submit a photocopy of the current FCC.

Board Members

The Board Members are the Officers, Directors, Members, and Partners of the Corporation that is the Charter Holder. These must be the same individuals who are identified through filings with the Arizona Corporation Commission (“ACC”). The 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/>
 - o 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. 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 Arizona Corporation Commission:

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 Arizona Corporation Commission, the Charter Holder must either:

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

For the purpose of the Five-Year Interval Review, the Charter Holder must provide evidence of the appropriate filing(s). Should the Charter Holder wish to add or delete a Board Member, it must submit a Charter Holder Governance Notification Request through ASBCS Online. More information about this amendment can be found on the Board's [website](#).

Should the Charter Holder wish to update the FCC information for any of the Board Members, it must email the new information, including a photocopy of both sides of the current FCC, to charterschoolboard@asbcs.az.gov.

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.

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.

D. School Characteristics

The Board is also currently updating the public user search functionality of its website to assist parents and students in searching for schools to meet their needs. In order to ensure the schools operated by the Charter Holder are accurately described in the Board's database, please review the characteristics currently identified for each school operated by the Charter Holder. If you wish to change or add to the characteristics that are currently identified for any of the schools you operate, please identify the appropriate characteristics aligned to the Charter Holder's Program of Instruction and submit them at [this link](#)¹.

¹ https://docs.google.com/forms/d/1kF8_nrP-90t1qXDm_stGpwLFrPolIWUJTAF3vJI6L9M/viewform

To review the characteristics currently identified with each school operated by the Charter Holder:

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.
5. Select the “Schools” tab. The characteristics for each school (if any) are listed on the page.

IV. SUBMITTING REQUIRED INFORMATION FOR REVIEW

Charter holders that are required to submit a Financial Performance Response as a part of the Five-Year Interval Review process are encouraged to review the [Financial Performance Framework and Guidance](#) to determine 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.

Charter holders that are updating contractual information are required to submit screenshots of all forms submitted through ASBCS Online.

Submission Instructions

Once the required information for review is complete and ready for submission, the Charter Representative will upload the documentation on ASBCS Online. **All required information for the review must be submitted by 11:59 p.m. MST 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/>
 - o 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, 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.

V. EVALUATION OF THE DOCUMENTS

Board staff will utilize the evaluation criteria listed in the Board’s Financial Performance Framework and Guidance document to evaluate information and documentation submitted by the Charter Holder. Board staff will also review the Charter Holder’s performance in relation to the Operational Performance Expectations. A

charter holder's failure to meet the expectations identified in the Board's performance frameworks and guidance documents may result in Board consideration for non-compliance. A final close out of the interval review will be sent to the Charter Holder and based on the findings of the evaluations and consideration by the Board, if applicable.

VI. ACADEMIC SYSTEMS REVIEW

As a component of the Five-Year Interval Review process, the Board will conduct a site visit of the schools operated by the Charter Holder, as described in the [Academic Performance Framework and Guidance](#), Appendix B: Academic Systems Review.

The purpose of the ASR site visit is 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. Staff will conduct observations at the school, discuss the school's academic systems with the school leadership team, and review relevant documents.

An ASR site visit will provide the Board an understanding of how the school develops and implements the following:

- A curriculum that improves student achievement.
- A system for monitoring the integration of the State academic standards.
- A system for monitoring and documenting student proficiency.
- A professional development plan that supports effective implementation of the curriculum.

The Five-Year Interval Review Report will be included in the Board's materials and summarized in the staff report for the Board's consideration.

VII. REPORTING TO THE BOARD

The Board will receive information on all charters in the Five-Year Interval Review process including Board staff's findings during ASR site visits. The Board will determine whether evidence exists that charter holders are in breach of one or more provisions of their charter contract, state or local laws, or have failed to meet or make sufficient progress toward the academic performance expectations set forth in the Academic Performance Framework in accordance with A.R.S. § 15-183(1)(3). If the Board determines that a breach may have occurred, the Board may take action as it deems appropriate or necessary under state law, pursuant to A.R.S. § 15-183(1).