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| **Amendment Guide for Increasing Enrollment and/or Adding Grades Served** |
| **Charter District Information**Date of Request:Charter District Name:Mailing Address:Contact Person:Contact Telephone Number:Contact Email Address: |
| **Timeline**Applications are due no later than January 15 of the school year prior to the school year when the enrollment and/or grade level increase would take effect. |
| **Please address all the following criteria in your request.**1. Describe how the amendment request is consistent with the school’s mission and vision.
2. Describe the need to adjust enrollment and/or increase the grade span. How was that need determined? Demonstrate a compelling case that there is demand for the expansion.
3. Provide evidence that the school has engaged and responded to community stakeholders, including families and school staff.
4. Describe the desired results from an enrollment adjustment and/or increase in grade span.
5. Provide a table showing the historical distribution of enrolled students in the present grade span, and the projected distribution of students by grade if the amendment request is granted.
6. Explain any unique circumstances related to the school’s academic performance and academic growth, and corrective actions taken to address challenges in these areas of school performance.
7. Provide an action plan for implementation. Include: a timeline, action(s) to be taken, designated point person, and start date and projected completion date.
8. Provide a staffing chart and narrative staffing plan to support the planning and implementation of the proposed increase in enrollment and/or grade span.
9. Describe the financial resources that are necessary to implement the school’s expansion, including the sources of revenue for the successful implementation of the proposed change. Describe contingency planning for potential challenges in cash flow or budget shortfalls.
10. Provide financial projections for the proposed expansion. Financial projections should reflect both immediate and long-term considerations that have been identified in implementation of the proposed amendment. Provide a detailed narrative explaining the financial forecasts, and the assumptions.
11. Indicate if the current facility will accommodate the expansion, or if additional space and/or renovations will be required.
12. If the school contracts with an ESP, describe how the ESP will support the planning and implementation of the proposed amendment.

 In addition to the above, for Grade Span Change please also address the following:1. Provide an overview of how the current educational program will be adapted to serve younger or older students, as applicable.
2. Indicate if the current assessment system used at the school will accommodate younger or older students, and any modifications required if the amendment request is granted.
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| **Next Steps**Applications must be submitted via Epicenter no later than January 15 of the school year prior to the school year when the enrollment and/or grade level increase would take effect.The MCSC staff will review the application and respond to the school to complete the review process. Typically, the process is completed within eight (8) weeks. Recommendations to the Commission will be made based primarily on the district's compliance with the charter contract and performance on the contract's Performance Framework. |