

Expansion Amendment Request Form

Name of Charter:

County-District Number:

Name of Charter Holder:

Requested Effective Date:

Expansion amendments may be approved only if applicants meet all expansion criteria as indicated in 19 TAC §100.1033.

Section I: Requested Expansion: Check the appropriate box(es) for the expansion requested.

1. ADD ADDITIONAL CAMPUS *(Complete responses under #1 below and continue to Section II.)*
2. ADD ADDITIONAL GRADE LEVELS *(Complete responses under #2 below and continue to Section II.)*
3. EXPAND GEOGRAPHIC BOUNDARY *(Complete responses under #3 below and continue to Section II.)*
4. INCREASE MAXIMUM STUDENT ENROLLMENT *(Complete responses under #4 below and continue to Section II.)*

1. Add an Additional Campus: Submit one form for each additional campus requested.

Must meet the following criteria: The charter holder has operated in Texas for a minimum of three consecutive years and the charter holds "Accredited" status on the most recent rating.

***A certificate of occupancy with an "E" occupant code or a statement that an appropriate certificate of occupancy will be obtained prior to serving students must be submitted with the amendment request.**

- a. Is the proposed campus within the currently approved geographic boundary of the charter? **If no, check the GEOGRAPHIC BOUNDARY EXPANSION box in #3 above.**

- b. What is the proposed address of the requested campus?

***Approval of the requested campus does not imply TEA approval of the proposed address.**

- c. What is the estimated number of students to be served at the proposed campus?
- d. What is the estimated number of students to be served in tested grades at the proposed campus?
- e. Is the proposed campus a residential facility?

(If yes, attach RF assurances form found on the charter amendments webpage.)

- f. What is the minimum number of instructional minutes per day at the proposed campus?
- g. What grade levels will be served at the proposed campus?
- h. If the amendment is approved, is a new campus number requested?

• If no, to which campus number will the new site be assigned?

- i. If a new campus number is requested, will this campus be evaluated under standard accountability measures?

• If no, submit an explanation as to how the campus will qualify for evaluation under alternative education accountability (AEA) measures. (Must meet AEA criteria and apply during AEA registration period.)

- j. If a new campus number is requested, what is the proposed name of the new campus?

- k. If a new campus number is requested, should mail be sent to the campus?

- l. Is the proposed campus to be considered under the "Expedited Campus" expansion?

(If yes, attach evidence that impact statements have been sent to each member of the legislature that represents the geographic area to be served by the proposed "Expedited Campus." See #3 on Section III Checklist.)

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Texas Education Agency
Division of Charter School Administration

Phone: (512) 463-9575
Email: charteramendments@tea.texas.gov

2. Add Additional Grade Levels:

- a. Current approved grade levels:
- b. Grade Levels requested:
- c. Campuses to serve the proposed grade levels:
- d. Estimated number of students to be served in grades that will be evaluated under the accountability rating system:
- e. Estimated percentage of students, including the grade levels to be added, that will be evaluated under the accountability rating system?
- f. Minimum number of instructional minutes per day to be provided?

❖ ***Attach an education plan to include a scope and sequence and specific curriculum to be taught for the additional grade levels (emphasis on tested grades).***

3. Expand Geographic Boundary: *List, in alphabetical order, the proposed school districts (ISDs) to be added.*

4. Increase Maximum Student Enrollment:

- a. Current approved maximum enrollment:
- b. Requested maximum enrollment:

(Only one maximum student enrollment increase is allowed during each calendar year. If requested, a business plan must be submitted to TEA within 10 business days. See business plan components on the charter amendments webpage.)

Section II: Justification for Expansion Amendment Request: *State justification for the expansion request below.*

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Amendment Numbers

Received Date

Due Date

Page 2

Expansion Amendment Request Form

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Section III: Expansion Amendment Request Form Checklist. *Include for all Expansion Amendment Requests*

1. Charter Holder Board Resolution – A written resolution adopted by the governing body of the charter holder, with printed names and signatures demonstrating that a **quorum** of the members voted in favor of amending the charter. The board resolution should include a statement indicating that the charter holder governing body has considered a business plan and has determined by majority vote of the board that the growth proposed is prudent. *(Names should match information on the most recent Annual Governance Reporting Forms submitted to TEA. If multiple amendment requests are being made, include all board resolutions together.)*

2. Districts Affected—A list, in **alphabetical order**, of all the school districts in the approved geographic boundary that may be impacted should the commissioner approve the amendment request. (Not needed for geographic boundary expansion.)

3. Impact Statements—Evidence, in **alphabetical order by district**, that impact statements have been sent to each school district that may be affected by the expansion. *(If applying for a Quality Campus expansion, attach evidence that impact statements have been sent to each member of the legislature that represents the geographic area to be served by the proposed "Quality Campus.")*

4. Compliance information—As required by 19 Texas Administrative Code §100.1035 to include the following:

- Documentation identifying a board member's substantial interest in a business entity or in real property that relates to any charter business;
- Documentation of board members abstentions from voting in cases of potential conflicts of interest;
- Documentation, other than Annual Governance Reporting Forms, identifying family members within the third degree of consanguinity or affinity who serve as board members and/or employees and/or contractors of the charter holder or charter school; and
- Documentation that board members' or employees' whose criminal history checks deemed them ineligible to serve were removed from service; **OR**
- A signed statement attesting that within the last three (3) years there have been no instances of nepotism, conflicts of interest, or revelations in criminal history checks that deemed any board member or employee ineligible to serve.

5. Business Plan—If requested, a business plan must be submitted to TEA within 10 business days.

(See business plan components on the Charter Amendments webpage.)

6. By-laws and Articles of Incorporation— Must be current and on file with the agency.

Section IV: Charter School CEO/superintendent acknowledgement, signature, and current contact information.

As the CEO/superintendent of the charter school, I understand that an expansion amendment is not a right or entitlement and that in determining if a change in the contract for charter is appropriate, the commissioner of education will review and consider specific issues including, but not limited to: charter performance data (e.g., accountability ratings, FIRST ratings, accreditation statuses, and underlying data) and compliance information. I also understand that prior to approving an expansion amendment request, staff in the following divisions and program areas will be consulted to determine if any potential problems or concerns exist with the charter holder or charter school: Performance Reporting, Charter School Administration, Child Nutrition, Financial Audits, Grants Administration, Legal Services, PEIMS Data Reporting, Program Monitoring and Interventions, NCLB and IDEA Programs, Student Assessment, Governance and Waivers, General Inquiries, and Complaints.

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Amendment Numbers

Received Date

Due Date

Page 3

Expansion Amendment Request Form

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I further understand that incomplete submissions may cause a delay in processing until all required documentation has been received by the Division of Charter School Administration and that the amendment request is not considered complete until such time.

(Contact the Division of Charter School Administration at charteramendments@tea.texas.gov to confirm the submission of proper documentation. Include the charter name and CDN in the subject line.)

Name of CEO/Superintendent

Phone Number

Email Address

Signature of CEO/Superintendent

Date

For Internal Use Only

Amendment Numbers

Received Date

Due Date

Page 4