



Default Question Block

Charter School Expansion Amendment Request Form

Expansion amendments may be approved only if applicants meet all expansion criteria as indicated in [19 Texas Administrative Code \(TAC\) §100.1035](#).

All expansion requests may be combined in a single form. Prior to the submission of an amendment request, the charter school governing board and superintendent must engage in and demonstrate that a Growth Analysis Plan (GAP) has been conducted as reflected in Section II below.

Completed amendment requests must include this amendment form including the signed attestations found at the end of the form, a signed and dated board resolution, and all applicable attachments.

For more information about expansion requests including required documents for submission, please see the attached

instructions (Expansion request instruction sheet). For questions, please email CharterAmendments@tea.texas.gov.

Charter Information

Charter Name	<input type="text"/>
County-District Number	<input type="text"/>
Name of Charter Holder	<input type="text"/>

Respondent Contact Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>

Email Address

Type of Expansion Requested

ADD ADDITIONAL CAMPUS
OR SITE

ADD ADDITIONAL GRADE
LEVELS

INCREASE MAXIMUM
STUDENT ENROLLMENT

ADD ADDITIONAL CAMPUS OR SITE

Additional Campus or Site Request

If you plan on submitting a High-Quality Designation Amendment form alongside a new campus request, please use this [form](#) to complete the request.

Requested Effective Date

Are multiple campuses or sites being requested?

Yes

No

Upload spreadsheet for multiple campuses or sites below. Required template spreadsheet: [Multiple locations template](#)

What is the proposed address of the requested campus or site? (Approval of the requested campus or site does not imply TEA approval of the proposed address.)

List the Independent School Districts from which you expect to draw

students for enrollment at the proposed campus or site.

What grade levels will be served at the proposed campus or site at capacity?

EE3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Adult High School	GED
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the estimated target number of students to be served at the proposed campus or site at capacity?

What is the estimated target number of students to be served in tested grades at the proposed campus or site at capacity?

Is the proposed campus or site a residential facility?

Yes

No

If the amendment is approved, is a new campus number required?

Yes

No

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

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

Yes

No

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.)

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

A certificate of occupancy with an "E" occupant code or equivalent certificate must be obtained and submitted to the agency for review and approval prior to serving students.

- Upload if available

ADD ADDITIONAL GRADE LEVELS

Grade Level Addition Request

Requested Effective Date

Grade levels requested:

EE	3	PK	4	K	1	2	3	4	5	6	7	8	9	10	11	12	Adult	GED
																	High	
																	School	
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimated target number of students to be served in proposed grade levels that will be evaluated under the accountability rating system:

Estimated target percentage of students, including the grade levels to be added, that will be evaluated under the accountability rating system:

Attach a TEKS-aligned scope and sequence document for the corresponding grade levels requested in reading/ELA, math, science, social studies, fine arts, PE, technology applications, and any LOTES as outlined in [19 TAC §74](#) as well as an analysis of the curricular materials that will be used and the rationale for how those materials were selected for each of the proposed grade levels.

INCREASE MAXIMUM STUDENT ENROLLMENT

Increase Maximum Student Enrollment Request

Requested Effective Date

Requested maximum student enrollment (Only one maximum student enrollment increase is allowed during each calendar year):

SECTION II - GROWTH ANALYSIS PLAN: Part 1 - Justification and Rationale

Rationale for Proposed Expansion - *Narrative response limited to 500 words.*

Describe the perceived need for the charter expansion in the community in which the charter proposes to expand. Describe the information which leads the charter school to believe there is a demand or need for the proposed expansion. Include in the response a detailed rationale for the proposed expansion.



Board Resolution

Provide a 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 in a duly called public meeting. **(Attachment A: Board resolution)**

The board resolution should include a statement indicating that the charter holder governing body has considered a business plan and has determined by a majority vote of the board that the growth proposed is prudent. Include a list of current names if different from those submitted in the most recent Annual Governance Report.

Board Consideration - Agenda

Provide a board agenda that shows all elements linked to the proposed expansion, included in the expansion application, were considered by the governing board in a duly called public meeting.
(Attachment B: Agenda and minutes)

Board Consideration - Meeting Minutes

Provide board meeting minutes that show all elements linked to the proposed expansion, included in the expansion application, were considered by the governing board in a duly called public meeting.
(Attachment B: Agenda and minutes)

Draft minutes will be acceptable in lieu of final, board-approved minutes.

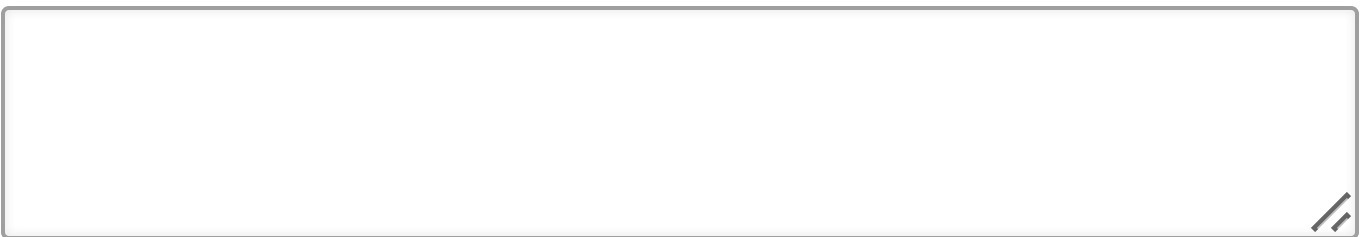
SECTION II: GROWTH ANALYSIS PLAN: Part 2 - Academic, Financial, and Operational

Model - For additional campus or site requests only, describe the core elements of the school model and the steps taken to ensure

that the school model as outlined in the charter contract will be faithfully replicated at the proposed campus(es) or site(s).

A large, empty rectangular text input box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text area.

Talent: Capacity - For all expansion requests, describe the projected human resource capacity (the number of additional teachers and administrative support) required to implement the proposed expansion. This should include a reasonable number of administrators needed as well as teachers needed to comply with the charter's identified teacher/student ratio to successfully implement the expansion.

A large, empty rectangular text input box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text area.

Talent: Sourcing and Training - For all expansion requests, describe how the charter will recruit, hire, and train the teachers

and administrators needed to support the expansion. Include the timeline for completing such activities.

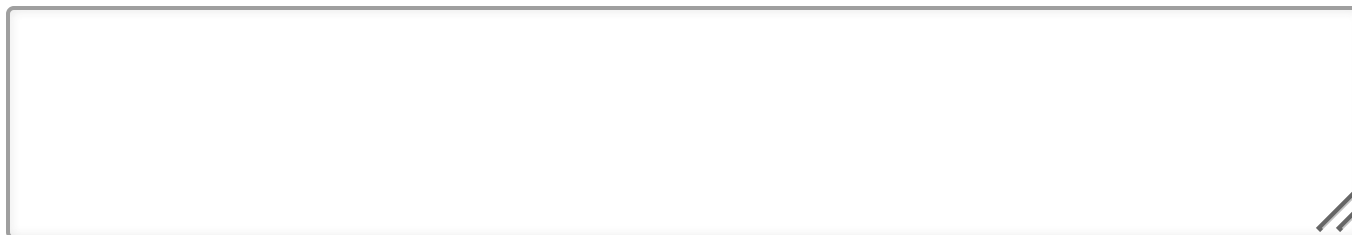
A large, empty rectangular text input box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text area.

Central Office Support - For all expansion requests, describe how the charter has or will increase capacity at central office to support the successful expansion of the charter school. This should include a detailed description of central office supports implemented to facilitate the expansion and considerations for additional academic, financial, and operational alignment and enhancement.

A large, empty rectangular text input box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text area.

Community Engagement - For all expansion requests, describe how the charter will engage the community post-approval. This may include broad-based approaches such as advertising and social media, personalized approaches including community meetings and

other forms of personal outreach, and stakeholder support including identifying and meeting with key community leaders.



SECTION II - GROWTH ANALYSIS PLAN: Part 3 - Student Equity Indicators

Did your charter school receive a C, D, or F on their most recent Domain III rating? (If the charter school has never received a rating, please respond with "No.")

Yes

No

Projected Student Population - Narrative response limited to 500 words.

Provide the estimated percentages of students in each of the Domain III student groups in the proposed expansion area, compared with the student populations you are currently serving.

Describe strategies and supports that will be implemented to ensure success for all student groups.

A large, empty rectangular text input box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text area.

Supports for Students with Disabilities - Narrative response limited to 500 words.

Provide a summary of the charter's efforts in meeting the needs of students with disabilities and Section 504 students, including an analysis of current performance, areas where growth is needed, and the specific strategies and supports that will be implemented to ensure success for these students.

A large, empty rectangular text input box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text area.

Supports for Bilingual Students/English Learners - Narrative response limited to 500 words.

Provide a summary of the charter's efforts in meeting the needs of bilingual students/English learners, including an analysis of current performance and areas where growth is needed and the specific strategies and support that will be implemented to ensure success for these students.



SECTION III: Supplemental Requirements

Compliance Information for all Expansion Requests - as required by [19 TAC §100.1035](#), please include the following:

- a. Documentation identifying a board member's substantial interest in a business entity or in real property that relates to any charter business;
- b. Documentation of a board member's abstentions from voting in cases of potential conflicts of interest;
- c. Documentation, other than Annual Governance Reporting Forms,

identifying family members and/or employees and/or contractors of the charter holder or charter school; and d. Documentation that board members or employees whose criminal history checks deemed them ineligible to serve were removed from service.

e. OR the superintendent has provided 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 members or employees ineligible to serve. (Attachment F: Compliance Information)

Upload Additional Compliance Information for Expansion Requests (optional):

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Business Plan - A business plan has been developed in accordance with the requirements outlined in [19 TAC §100.1035\(c\)\(5\)\(B\)\(i-xiii\)](#) and reviewed by the board. The Business Plan shall be submitted within ten business days upon request by TEA.

Yes

No

By-laws and Articles of Incorporation - Bylaws are current and on file with the agency.

Yes

No

Expedited

Expedited Amendments

Please answer the questions below to see if you qualify for an expedited expansion according to [19 Texas](#)

[Administrative Code \(TAC\) §100.1035\(c\)\(4\)](#)

Do you qualify for expedited?

	Yes	No
Are you accredited?	<input type="radio"/>	<input type="radio"/>
Are at least 50% of your students in grades assessed under TEC, Ch 39, Subchapter B?	<input type="radio"/>	<input type="radio"/>
Is your charter evaluated under Standard Accountability procedures?	<input type="radio"/>	<input type="radio"/>
Has your charter received a district rating in the highest or second highest performance rating for the last three of the five ratings?	<input type="radio"/>	<input type="radio"/>

	Yes	No
Have at least 75% of the campuses rated under the charter school received a rating in the highest or second highest performance rating?	<input type="radio"/>	<input type="radio"/>
Have any of your campuses received a rating in the lowest performance rating category in the most recent ratings?	<input type="radio"/>	<input type="radio"/>

SECTION V: Attestations

Superintendent Attestation - As the 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, School Improvement, Federal Programs, Student Assessment, Governance, General Inquiries, and Complaints. 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.

Name of Superintendent

Phone Number

Email Address

Date

Superintendent Signature (or upload signature below)

× **SIGN HERE**

[clear](#)

Upload Superintendent Signature

Board President Attestation - As the President of the governing body of the charter holder, 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, School Improvement, Federal Programs, Student Assessment, Governance, General Inquiries, and Complaints. 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.

Name of Board President

Phone Number

Email Address

Date

Board President Signature (or upload below)

× **SIGN HERE**

[clear](#)

Upload Board President Signature

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