

Charter School Expansion Amendment Request Form Preview

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 \(TAC\) §100.1033](#).

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

Q. Respondent Contact Information

First Name _____

Last Name _____

Phone Number _____

Email Address _____

Q: Type of Expansion Requested

- ADD ADDITIONAL CAMPUS OR SITE
- ADD ADDITIONAL GRADE LEVELS
- EXPAND GEOGRAPHIC BOUNDARY
- INCREASE MAXIMUM STUDENT ENROLLMENT

ADD ADDITIONAL CAMPUS OR SITE

Additional Campus or Site Request

Q: Requested Effective Date

Q Are multiple campuses or sites being requested?

- Yes
- No

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

Q: Is the proposed campus or site within the currently approved geographic boundary of the charter?

(If no, you will be directed to complete the ADD GEOGRAPHIC BOUNDARY questions at the end of the ADD CAMPUS OR SITE section.)

- Yes
- No

Q: 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.)

Q: 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

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

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

Q: Is the proposed campus or site a residential facility?

Yes

No

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

Yes

No

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

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

Yes

No

Q: 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.)

Q: If a new campus number is requested, what is the proposed name of the new campus?
How will my charter campus' name be displayed in TEA systems?

Maximum characters: 50

Reformat campus name to abbreviations: elementary to 'EL', middle school to 'MIDDLE', junior high to 'J H', high school to 'H S', intermediate to 'INT', primary to 'PRI'

Examples: A.B.C. Charter Academy - Elementary to ABC Charter Academy - EL

Allowable characters: a-z, A-Z, 0-9, ' - () & / # + ;

Q: Provide evidence that the charter school has notified relevant districts of potential expansion.
Instructions:

1. Download and complete [Attachment c evidence of campus expansion notification to relevant districts](#)
2. Upload the completed file below.
3. Upload the Notification of Proposed Additional Campus/Site Form and Letter provided to districts.

Q: 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.

Grade Level Addition Request

Q: Requested Effective Date

Q: Grade levels requested:

- EE 3
- PK 4
- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Q: Estimated target number of students to be served in grades that will be evaluated under the accountability rating system:

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

Q: Attach a TEKS-aligned scope and sequence for the corresponding grade levels requested in reading/ELA, math, science, social studies, fine arts, PE, technology applications, and any LOTE 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.

Geographic Boundary Request

Q: Requested Effective Date

Q: List, in alphabetical order, the proposed independent school districts (ISDs) to be added to the charter's currently approved geographic boundary:

Q: Provide evidence of notification(s) to the ISD(s) listed above of the geographic boundary request(s).

Instructions:

1. Download and complete [Attachment e evidence of geographic boundary expansion notification](#)

- 2. Upload the completed file below.
- 3. Upload the Notification of Geographic Boundary Expansion Form and letter provided to districts.

Increase Maximum Student Enrollment Request

Q: Requested Effective Date

Q: 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

Q: 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.

Q: 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.

Q: Board Consideration

Provide a board agenda and 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

Q: Central Office capacity to support proposed expansion(s) - Narrative response limited to 250 words for each section.

Q: 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).

Q: 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.

Q: 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.

Q: 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.

Q: 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

Q: 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

Q: 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.

Q: 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.

Q: 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

Q: 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)
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Q: Upload Compliance Information for Expansion Requests

Q: **Business Plan** - A business plan has been developed in accordance with the requirements outlined in 19 TAC §100.1033(b)(9)(A) (vii)(I-XI) and reviewed by the board. The Business Plan shall be submitted within ten business days upon request by TEA.

Yes

No

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

Yes

No

SECTION V: Attestations

Q: **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 _____

Q: Superintendent Signature (or upload signature below)

Q: Upload Superintendent Signature

Q: **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 _____

Q: Board President Signature (or upload below)

Q: Upload Board President Signature
