



Albuquerque Public Schools

Grade Level Change Amendment Instructions

Purpose: To request an amendment to the charter contract to increase or decrease the number of grades served. A grade level change is not in effect until approved by APS.

Submission Deadline: The form must be approved prior to the change being implemented. Complete amendment requests that are submitted 28 days prior to the next APS meeting will be placed on the next agenda. The amendment must be approved by the March APS meeting in order to go into effect July 1 of the same calendar year.

APS Direction and Information Required for Each Type of Grade Level Change: APS differentiates between three different types of grade level amendments requests and for schools performing in the bottom 25% of schools, will look closely at the ability of the school to improve outcomes for existing students prior to approving a grade level change.

1. Increase or Decrease of One Grade Level within Same Educational Level (elementary, middle, or high)
 - a. For schools performing in the top 75% of schools academically, provide the rationale for the change and why the school believes that this will be effective and support the school community.
 - b. For schools performing in the lowest 25% of schools academically, follow requirements under Simple Grade Level Change
2. Simple Grade Level Change: Increase or Decrease of Grades within Same Educational Level
 - a. Data demonstrating that the school's educational model will be effective in the new/reduced grades, or provide examples of schools serving similar grades using the school's educational model in the proposed grades;
 - b. Demonstration of support from the community and results of a community input meeting held by the Governing Board of the school at a public meeting;
 - c. Explanation of how the grade level change will be implemented, and the impact on staffing, facilities and other areas that may be impacted; and
 - d. *For schools performing in the lowest 25% of schools academically*, information on how this change would improve student performance at the school.
3. Significant Grade Level Change: Increase that expands the school into another education level (elementary, middle, or high school) not presently being offered by the school.
 - a. Evidence of school success (academic and organizational success in implementing the existing charter) or, if the school has had academic or organizational challenges, describe what exceptional circumstances exist that would show that the change is in the best interest of the students;
 - b. Data demonstrating a need for expanded grades in the community; and
 - c. Data demonstrating community support for the expansion, including meeting minutes from a community input meeting and/or a petition from the community, and consultation with a tribal entity, if appropriate.

A school should provide information that it has fully implemented its educational plan as approved in the contract. In exceptional circumstances, a school may request a grade change prior to being in operation for three years but must provide sufficient data demonstrating effectiveness and need as set forth in 1 and 2 above.

APS Charter Schools Office will provide performance data (academic, organizational, and financial) for the contract term through the most recent annual report, including any outstanding compliance or investigations, and highlight information relevant to the amendment request.

School must provide:

- ☐ Fully completed form
- ☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)
- ☐ Rationale for the change
- ☐ Concise narrative addressing how the proposed changes may affect: (1) staffing; (2) enrollment targets; (3) advertising and marketing; (4) the curriculum, assessment, and instruction; (5) resources and budget; (6) the community; and (7) the capacity of the facility.
- ☐ Enrollment Cap Amendment request, if needed
- ☐ Additional Square Footage Amendment request, if needed
- ☐ Separate Facility Amendment request, if needed

Contact douglas.wine@aps.edu if you have questions about completing or submitting documents.
Submit this form and all supporting documents to douglas.wine@aps.edu.

Grade Level Change Amendment Request Form

Submit this form and all supporting documents to douglas.wine@aps.edu

The Charter Contract was entered into by and between Albuquerque Public Schools (APS) and [Click or tap here to enter text.](#), hereafter "the school," effective on [Click or tap to enter a date.](#)

The school requests consideration from APS to change the terms of its contract as follows: [Click or tap here to enter text.](#)

The Grade Levels approved in the Charter School Contract currently reads: [Click or tap here to enter text.](#)

The school is submitting an Enrollment Cap Amendment: ☐ Yes ☐ Not needed

The school is submitting an Additional Square Footage Amendment: ☐ Yes ☐ Not needed

The school is submitting a Separate Facility Amendment: ☐ Yes ☐ Not needed

The amendment requests that APS approve Section [Click or tap here to enter text.](#) of the school's contract so that the Grade Levels approve reads: [Click or tap here to enter text.](#)

Rationale for the requested amendment/change: [Click or tap here to enter text.](#)

Data demonstrating that the school's educational model is working and is effective in the school and/or in schools throughout the state: [Click or tap here to enter text.](#)

Data demonstrating the need for expanded grades in the community: [Click or tap here to enter text.](#)

Please describe how the proposed change will affect key aspects of the school (see instructions for "narrative") [Click or tap here to enter text.](#)

Date of board meeting approving the requested amendment: [Click or tap to enter a date.](#)

Date the requested amendment will go into effect: [Click or tap to enter a date.](#)

Signatures below constitute assurance that the governing board has approved the requested change:

Signature of School Representative: _____ Date: [Click or tap to enter a date.](#)

Signature of Governing Board Chair: _____ Date: [Click or tap to enter a date.](#)

For APS/ Charter Schools Office Use Only

APS Meeting Date: [Click or tap to enter a date.](#)

Agenda: ☐ Regular required

The school's contract amendment was: ☐ Approved ☐ Denied (see transcript)

☐ Amendment approved for the current school year ☐ Amendment approved for the following school year

Electronic signature of APS Chair: _____ Date: [Click or tap to enter a date.](#)

Effective Date: [Click or tap to enter a date.](#)