Albuquerque Public Schools

Charter School Enrollment Cap Amendment Instructions

Purpose: To request a change in the number of students served as described in the charter contract. An enrollment cap is not effective until approved by the APS.

Submission Deadline: The form must be approved prior to the change being implemented. Amendments completed 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: Unless provided in a Grade Level Change request submitted at the same time, when requesting an enrollment cap increase of more than 20% of the school's present enrollment cap or more than 20 seats, whichever number is lower, the school must provide:

1. Current year academic performance data demonstrating that the school's educational model is working and is effective in the school and/or in schools throughout the state or nationally and
2. Data demonstrating a need for increased enrollment in the community, e.g., results of a community input hearing, petition signed by prospective students' families, wait list data.

School should be in operation for three years prior to seeking an enrollment cap other than requested in the original application. A school requesting an enrollment cap prior to the end of the third year in operation must provide sufficient data demonstrating effectiveness and need as set forth in 1 and 2 above, identify why the enrollment cap was not requested in the original application, and why the enrollment cap is needed at this point.

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 including rationale for the change

☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)

☐ 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 (unless provided in accompanying Grade Level Change request)

☐ Additional Square Footage 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.

Enrollment Cap 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 Charter School Contract Enrollment Cap currently reads: Click or tap here to enter text.

Current Enrollment and Demographics: Click or tap here to enter text.

The amendment requests that APS approve Section Click or tap here to enter text.**of the school's contract so that the Enrollment Cap reads**: Click or tap here to enter text.

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

Date of board meeting approving the requested amendment: Click or tap to enter a date.

If the school is also submitting a Grade Level Change Amendment Request and the information below is provided there, check N/A and do not complete the sections below.

☐Sections below are completed

☐ N/A (provided in the accompanying Grade Level Change request)

Rationale for the requested amendment/change: Click or tap here to enter text.

If requesting an increase of more than 20 students or 20% of current enrollment cap, data demonstrating that the school's educational model is working and is effective in the school or is working and has evidence of a community need: Click or tap here to enter text.

If the school has been in operation fewer than three years, justification for increase being requested at this time, an explanation for why it was not requested in the original application: 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.

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.