



# SPCSC Request to Amend Charter Contract Form

## Grade Level Change Amendment Form

A school must apply for a grade level change amendment to increase or decrease the grade levels the school is approved to serve. In order to add a grade level(s), the school must be in compliance with their existing charter contract across the Organizational, Financial, and Academic frameworks. If planning to additionally amend the student enrollment capacity or facilities, you must also complete the applicable Contract Amendment forms for those requests.

Hawai'i Department of Education (HIDOE) requires the Commission to provide HIDOE with notification of Grade Level changes no later than August 31 of the school year prior to the start of the school year when the change will be effective. Thus, grade level change amendments must go through the amendment request process, obtain Commission approval, and become effective one year prior to the desired implementation date.

School Name:	School Name
Submission Date:	Date
Contact Person (GB Chair or School Leader):	First Name, Last Name
Contact's Email Address:	Email Address
Contact's Phone Number:	Phone Number
Date/School year amendment will be effective:	Enter proposed Date/School year amended policy will be effective, e.g. SY 2021-2022
Date approved by School's Governing Board:	Enter Date proposed amendment approved by School's Governing Board
Names of Governing Board Members present at meeting:	Enter the first and last names of all Governing Board members present at the meeting
Governing Board Motion:	Enter the exact motion language
Governing Board Votes:	Enter the vote (aye, nay, or abstain) of each GB member



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*Please fill out the information below, and attach supporting documents.*

1. The school is requesting to:
  - Decrease grade levels served
  - Increase grade levels served

2. Please provide the following information:

Current Grade Levels Served	Proposed New Grade Levels Served	Effective Date
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

3. Explain the school's rationale for amending its grade level served.  
[Click here to enter text.](#)
4. Provide evidence of how the contract amendment would impact your school's ability to actualize your mission and vision.  
[Click here to enter text](#)
5. Provide evidence of how you engaged your community (including students, family, staff, and other stakeholders) in this decision making process.  
[Click here to enter text.](#)
6. How will the proposed change impact the school's operations and finances? How will the school manage these anticipated fiscal changes (i.e. expenses, savings, etc.)? In addition to your narrative, please attach a proposed **5-year Operating Budget**.  
[Click here to enter text.](#)
7. If the school is proposing to **increase** grade levels served, please address the following:
  - a. Explain how the school's current mission-specific educational practices of curriculum, instruction, and assessment will be integrated across the new grade level(s). In addition to your narrative please attach the following:
    - i. A proposed scope and sequence for the proposed grade levels; and



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- ii. An example of a detailed unit of study for language arts and math for each grade level you are requesting to add, demonstrating mission alignment for curriculum, instruction, and assessments.

[Click here to enter text.](#)

- b. If proposing to add a new middle or high school, outline how the students will meet and/or exceed the Board of Education (BOE)'s graduation requirements (BOE Policy 102-15). If you plan to add onto the BOE's requirements, please describe your proposal.

[Click here to enter text.](#)

- c. Will additional teachers and/or staff need to be hired? If so, how many? If changes to staffing are not needed, provide an explanation.

[Click here to enter text.](#)

- d. Identify the facility(ies) in which the new grade level(s) will be housed. Additionally, please note if the facility(ies) are currently included in the school's Charter Contract and if a fully executed Deputy Attorney General approved lease/MOA is in place.

[Click here to enter text.](#)

- e. Will the additional grade level(s) cause the school to exceed the maximum occupancy load detailed in the school's certificate of occupancy? If so, when and how will the school address this?

[Click here to enter text.](#)

- f. In what ways will the additional grade level(s) impact the school calendar and schedule?

[Click here to enter text.](#)

8. If the school is proposing to **decrease** grade levels served, please address the following:
  - a. Identify the number of students displaced by the decrease in grade levels;
  - b. Describe the plan to communicate the decrease in grades to the school community; and
  - c. Describe the plan to provide displaced students assistance identifying and enrolling in another school/educational options.

[Click here to enter text.](#)

***In addition to this completed form, complete the following steps and attach supporting documentation:***

- Governing Board agenda **and** approved minutes from the meeting in which the Governing Board voted to pursue the charter contract amendment. The Governing Board meeting approved minutes must:
- Indicate that the request has been approved and be consistent with the form;
  - Indicate the date and votes of each governing board member; and
  - Be posted publicly to the school website (both agenda and minutes).



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- Proposed 5-year Operating Budget
- Increase Only:** 1) Proposed scope and sequence for the new grade level(s); and 2) example of a detailed unit of study for language arts and math for each grade level you are requesting to add, demonstrating mission alignment for curriculum, instruction, and assessments.