

Charter School Enrollment Increase Requests and Grade Expansion

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Office of Charter Schools

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Basic Understandings

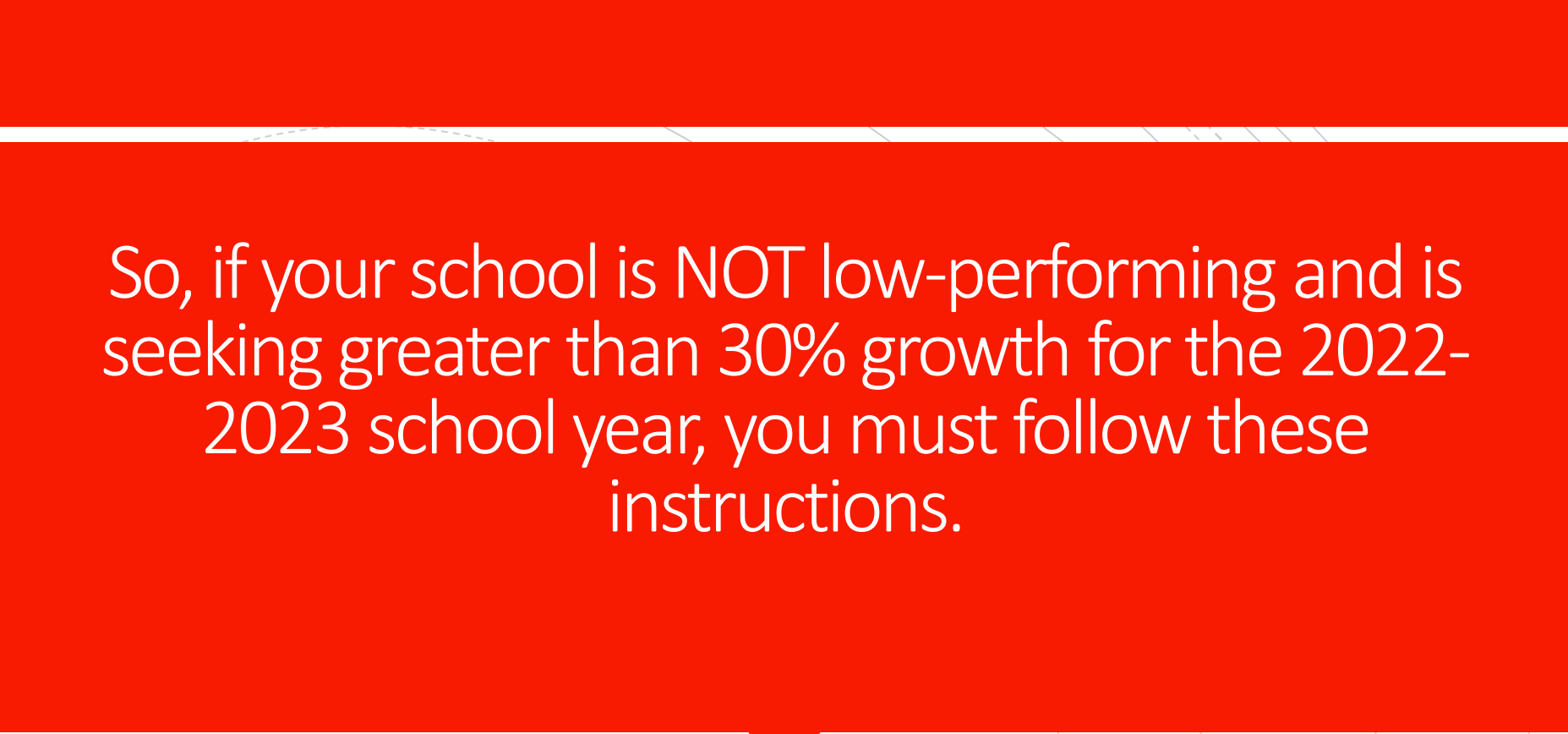
- All ADM requests for the next school year are made through the CSADM system. You must follow those deadlines which are communicated through school business and our office.
- For questions on CSADM, contact Angela.Harrison@dpi.nc.gov.
- If your ADM request requires an amendment, you should get a prompt in the CSADM system, BUT you must also reach out to OCS after reading these instructions. Our team will help you prepare your request for CSAB and SBE review. We highly suggest making these requests when they are normally brought around January for approval. If you need a different timeline, please contact Ashley.Baquero@dpi.nc.gov to explain.

Enrollment
Allowances per
Statute →
LP/CLP Schools

- §115C-218.7
- Enrollment growth of greater than twenty percent (20%) shall be considered a material revision of the charter if the charter is currently identified as low-performing. The State Board shall **not** approve a material revision for enrollment growth of greater than twenty percent (20%) for a charter that is currently identified as low-performing.
- **If your school is currently LP/CLP, you may only grow up to 20% per the formula in the CSADM system. There are no exceptions as this is a statutory restriction.**

Enrollment
Allowances per
Statute →
Non-LP Schools

- §115C-218.7
- Enrollment growth of greater than thirty percent (30%) shall be considered a material revision of the charter for any charter school that is not identified as low-performing.

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So, if your school is NOT low-performing and is seeking greater than 30% growth for the 2022-2023 school year, you must follow these instructions.

1. Meet Statutory Requirements

- The State Board **may** approve such additional enrollment growth of greater than thirty percent (30%) only if it finds all of the following:
- (1) The actual enrollment of the charter school is within ten percent (10%) of its maximum authorized enrollment.
- (2) The charter school has commitments for ninety percent (90%) of the requested maximum growth.
- (3) The charter school is not currently identified as low-performing.
- (4) The charter school meets generally accepted standards of fiscal management.
- (5) The charter school is, at the time of the request for the enrollment increase, substantially in compliance with State law, federal law, the charter school's own bylaws, and the provisions set forth in its charter granted by the State Board.

2. Confirm in CSADM System

- Once you confirm your school meets requirements, you must input the projected enrollment and request SBE approval in the CSADM system. You will need to attest to meeting the requirements in this system.
- OCS does not manage this system. Questions should go to angela.harrison@dpi.nc.gov.

3. OCS and DPI review

- After information is input into the Phase 0 CSADM process and a >30% request enrollment growth is made, information will be forwarded to OCS. OCS will confirm your school meets requirements. See the next slide as to how review is conducted.

4. Confirm Eligibility

- The State Board **may** approve such additional enrollment growth of greater than thirty percent (30%) **only if it finds all of the following:**
- (1) The actual enrollment of the charter school is within ten percent (10%) of its maximum authorized enrollment. **This information is automatically generated by CSADM.**
- (2) The charter school has commitments for ninety percent (90%) of the requested maximum growth. **The school must provide evidence such as waitlist or survey data.**
- (3) The charter school is not currently identified as low-performing. **This information is automatically generated by CSADM.**
- (4) The charter school meets generally accepted standards of fiscal management. **School must attest and DPI will review.**
- (5) The charter school is, at the time of the request for the enrollment increase, substantially in compliance with State law, federal law, the charter school's own bylaws, and the provisions set forth in its charter granted by the State Board. **School must attest and DPI will review.**

5. CSAB/SBE

- After information is input into the Phase 0 CSADM process and a >30% request enrollment growth is made, OCS confirms eligibility, AND all requested documentation is provided, the requests will go together in one amendment request. This usually takes place in December (CSAB) then goes to SBE in January and February. Schools can expect final approval or denial at the February SBE meeting unless documentation was provided late and/or additional information is requested.

If your school would like to grow greater than one year at a time and that was not outlined in your original charter application, you must seek an amendment.

Statute 115C-218.8

It shall not be considered a material revision of a charter and shall not require prior approval of the State Board for a charter school to ...

- (3) Expand to offer one grade higher or lower than the charter school currently offers if the charter school has (i) operated for at least three years, (ii) has not been identified as continually low-performing as provided in G.S. 115C-218.94, and (iii) has been in financial compliance



So, if your school does not meet requirements outlined above OR seeks more than one year at a time, you must seek amendment.

Amendments for additional grade levels are a bit different. If you seek this type of amendment for the 2021 school year, please reach out to ashley.baquero@dpi.nc.gov