



THE SCHOOL REFORM COMMISSION

Draft

Amendment to Charter Policy regarding Procedures for Addressing Requests by Charter Schools for Enrollment Increases and Grade Reconfigurations

VII. PROCEDURES FOR ADDRESSING REQUESTS FOR ENROLLMENT INCREASES AND GRADE RECONFIGURATIONS.

A. Timing of Enrollment Increase and Grade Reconfiguration Request.

The School Reform Commission (“SRC”) will grant changes to enrollment levels and/or grade configurations at the time of a charter school’s renewal. A request for enrollment increases and/or grade reconfigurations will become part of a charter school’s renewal application. The SRC will require a charter school requesting an increase in student enrollment and/or a grade reconfiguration to submit an enrollment increase/grade configuration request form as part of its charter renewal application. Such a request form must be accompanied by a copy of the resolution of the charter school’s board of trustees authorizing the submission of the enrollment increase and/or grade reconfiguration request.

B. Enrollment Increase and Grade Reconfiguration Request Form.

The enrollment increase and/or grade reconfiguration request form shall include sections related to the charter school’s: (i) academic performance prior to the request, (ii) academic plan, (iii) facility plan, (iv) governance and management plan, (v) five-year financial plan, (vi) student enrollment, recruitment and retention plan, (vii) evidence of community and parental support, (viii) equity and access plan, and (ix) strategic alignment with the School District of Philadelphia (“School District”) plan. The SRC may require additional information from a charter school in order to review the request. The charter school shall provide the additional information within thirty (30) days after receipt of the request for additional information.

C. Criteria for Enrollment Increase and Grade Reconfiguration.

The SRC will instruct the School District staff to review each request for an enrollment increase or grade reconfiguration under the following criteria:

1. **Academic Performance:** To be eligible for an increase in enrollment, the charter school must be in the status of achieving Adequate Yearly Progress (not simply having made Adequate Yearly Progress for prior year) as defined under the federal Adequate Yearly Progress guidelines. To be eligible for a grade reconfiguration, the charter school must not be in School Improvement I or below in any form, as defined under the federal Adequate Yearly Progress guidelines.

2. **Academic Plan:** The charter school must demonstrate how the enrollment increase and/or grade reconfiguration will be addressed in its curriculum, promotion policies, and overall capacity to deliver a high quality education for all of its students.



3. **Facility Plan:** The charter school must demonstrate the capacity of its current facility or any new facility to accommodate the requested increase in enrollment and/or grade reconfiguration.
4. **Governance and Management Plan:** The charter school must demonstrate how it will address the requested enrollment increase and/or grade reconfiguration in terms of staffing, management structure changes, security, any new policies, or any other relevant governance or management issue.
5. **Five-Year Financial Plan:** The charter school must present a five-year financial plan that demonstrates the financial capacity of the school to support the requested enrollment increase and/or grade reconfiguration.
6. **Student Recruitment/Enrollment/Retention Plan:** The charter school must provide a plan for the recruitment, enrollment and retention of new and existing students.
7. **Community and Parental Support and Engagement:** The charter school must demonstrate community and parental support for the enrollment increase and/or grade reconfiguration and also demonstrate its efforts to engage its community and parents in its school program. Such support may be demonstrated through parent, student and community indication of support for any enrollment increase or grade reconfiguration, as well as general support for the school's work to engage its community and parents.
8. **Equity and Access Plan:** The charter school must demonstrate how it will ensure equal access to its school program for all students.
9. **Strategic Alignment with School District:** The charter school must present how its proposed enrollment increase or grade reconfiguration could align with the School District's strategic efforts including but not limited to serving student populations not otherwise well served by the School District and addressing facility related challenges and plans encountered and developed by the School District.

D. Review of Request for Enrollment Increase and Grade Reconfiguration:

The SRC will direct School District staff to rate each criterion as "Adequate" or "Not Adequate." Only those charter schools that receive a rating of "Adequate" for each of the criteria listed above and that are recommended for renewal will be considered for increases in enrollment and/or grade reconfigurations. School District staff shall make a recommendation to the SRC about a request for enrollment increase or grade reconfiguration along with its recommendation for charter renewal.

E. Decision on Enrollment Increase or Grade Reconfigurations:

Upon review of School District staff recommendations in response to a request for enrollment increase or grade reconfiguration, the SRC by resolution may grant, deny or modify an enrollment increase or grade reconfiguration request of a charter school



F. Monitoring Enrollment Increases or Grade Reconfigurations:

After the SRC grants an enrollment increase or grade reconfiguration, School District staff shall be responsible for monitoring the progress of any enrollment increase and/or grade reconfiguration and the charter school shall permit such inspection and review of records and conditions as is necessary for such monitoring.

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