



High School Expansion Amendment Requirements

Schools seeking to amend their Charter to add grades 9–12 must submit sufficient information demonstrating the academic, operational, financial, and organizational capacity to implement and sustain a high-quality high school program successfully. The information below is intended to supplement the standard Amendment Request.

I. Executive Summary

Provide a brief overview of the proposed amendment, including:

- Grades to be added
- Proposed implementation timeline (phase-in schedule)
- Reason for the expansion
- How the expansion aligns with the school's mission

II. Evidence of Need

Demonstrate the need for expanding to high school.

Include:

- Parent demand
- Student interest
- Community engagement
- Interest Table (if applicable)
- Community support
- How the expansion addresses an unmet educational need
- Relevant data on the performance of area district(s) as applicable.

III. Educational Program

Describe the proposed high school educational program.

Include:

- Capacity to implement the Defined Program as prescribed
- Graduation requirements
- Diploma pathways
- College and career readiness program(s), including career readiness opportunities (e.g., apprenticeships)
- Honors, AP, Dual Enrollment, CTE offerings
- Core instructional course offerings, including physical education

- Elective offerings
- Postsecondary advising
- Academic intervention and credit recovery
- Student support services
- Bell schedule and instructional calendar (to include instructional minutes per day/week/course)

IV. Special Populations

Describe how the school will serve:

- Students With Disabilities (SWD)
- Multilingual Learners (MLs)
- Gifted and talented students
- Homeless students
- Foster youth
- Other special populations

V. Staffing Plan

Provide a staffing plan for the proposed high school.

Include:

- Administrative positions
- Teaching positions by certification area
- School counseling services
- Special education staffing
- English learner staffing
- College and career advising
- Student support personnel
- Ancillary instructional roles such as media specialists and safety roles.

VI. Charter Goals

Provide:

- New or revised SMART goals that include high school performance measures
 - Goals should include annual, measurable benchmarks
- Explanation of how success will be measured
 - Explanation of corresponding objectives to meet the charter goals

VII. Enrollment Plan

Provide:

Projected enrollment by grade level

- Multi-year phase-in schedule
- Student recruitment plan
- Student retention plan
- Enrollment assumptions

VIII. Facilities Plan

Describe how the proposed facility will support the addition of high school grades.

Include:

- Classroom capacity
- Science labs
- CTE or specialized instructional space
- Athletics, fine arts, and extracurricular facilities
- Cafeteria, gymnasium, parking, and common areas
- Construction or renovation plans, if applicable
- Facility timeline
- OSF property/project initiation, if applicable

IX. Organizational Capacity

Describe the school's readiness to expand.

Include:

- Leadership experience
- Governance capacity
- Organizational structure
- Explanation of how expansion will not negatively impact the existing educational program

X. Financial Plan

Provide updated financial projections demonstrating the school's ability to sustain the expansion.

Include:

- Five-year budget projections
- Enrollment assumptions
- Staffing costs
- Facility costs
- Equipment and technology costs
- Cash flow projections
- Financing plan, if applicable
- Long-term financial sustainability

XI. Operations Plan

Describe operational plans for the proposed high school.

Include:

- Transportation
- Food service
- Technology
- Athletics
- Extracurricular activities
- Student records
- Safety and security
- Attendance and discipline

XII. Supporting Documentation

Submit the following:

- Governing board resolution approving the amendment request
- Updated organizational chart
- Revised budget
- Enrollment projections
- Facility documentation
- Site plans or floor plans
- Financing documentation
- Memoranda of Understanding (MOUs)
- Master schedule shell
- Other supporting documentation requested by PCSD

XIII. Implementation Timeline

Provide a detailed timeline that includes:

- Board approval
- Facility readiness

- Hiring
- Student recruitment
- Curriculum implementation
- Professional development
- Technology implementation
- School opening