



ADE USE ONLY: Submission Date: <hr/>

Charter Amendment Request From

The Charter Amendment Request Form and all required documentation must be received via email (ade.charterschools@arkansas.gov) at the Arkansas Department of Education at least 35 days prior to the Charter Authorizing Panel meeting.

Charter Name: _____

LEA Number: _____

Superintendent or Director: _____

Email: _____

Phone: _____

**All open-enrollment amendment requests must include evidence that the request was contemporaneously sent by the applicant to the superintendent of the school district where the charter is located.*

Type of Amendment(s) Requested

- Add a New Campus** (Must also submit the map of current location, map of proposed location, Facilities Utilization Agreement and desegregation analysis)

Address: _____

School District: _____

- Relocate Existing Campus** (Must also submit the map of current location, map of proposed location, Facilities Utilization Agreement and desegregation analysis)

Campus Name: _____

Current Address: _____

Proposed Address: _____

School District: _____

Increase Enrollment Cap

Current Cap: _____

Proposed Cap: _____

Change Grade Levels Served

Current Grade Levels Served: _____

Proposed Grade Levels Served: _____

Name Change

New Name of Charter: _____

Add a Digital Learning Program

Schools	Grades/Courses	Interaction	Delivery	Platforms
		<input type="checkbox"/> Asynchronous <input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous & Synchronous	<input type="checkbox"/> Virtual (online) <input type="checkbox"/> Blended (hybrid)	<input type="checkbox"/> LMS <input type="checkbox"/> CMS
		<input type="checkbox"/> Asynchronous <input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous & Synchronous	<input type="checkbox"/> Virtual (online) <input type="checkbox"/> Blended (hybrid)	<input type="checkbox"/> LMS <input type="checkbox"/> CMS
		<input type="checkbox"/> Asynchronous <input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous & Synchronous	<input type="checkbox"/> Virtual (online) <input type="checkbox"/> Blended (hybrid)	<input type="checkbox"/> LMS <input type="checkbox"/> CMS

Waiver Topic	Standard for Accreditation	Division Rules	Arkansas Statutes	Indicate if the school is applying for the waiver and explain how the waiver will be utilized.
Attendance			6-18-213(a)(2)	
Class Size	1-A.5	DESE Rules Governing Class Size and Teaching Load	6-17-812 (a)(2)	
Teaching Load Teacher of Record provides virtual instruction to only students who are remote. Please note that 100% virtual (online) or remote (distance) classes are considered large group instruction courses as per DESE Rules for Distance and Digital Learning and teaching load would not apply as per DESE Rules Governing Class Size and Teaching Load .	1-A.5	DESE Rules Governing Class Size and Teaching Load	6-17-812	
Six Hour Instructional Day Waiver applies to virtual/remote students only	1-A.4.2		6-16-102; 6-10-126	
Clock Hours	1-A.2			
Recess Waiver applies to virtual/remote students only	1-A.4.3	DESE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index, Section 7.11	6-16-102(a)(5)	

Digital Model

Please complete the following application with complete responses describing the school digital programming.

Interaction / Delivery

What are the ways teachers and students will interact with digital content? (Synchronous or Asynchronous) Please describe instructional expectations and participation for students.

What delivery approach will the school utilize to meet the needs of both teachers and students? (i.e., virtual (online) / remote (distance) or blended (hybrid)? Please explain.

Will teachers be dedicated to primarily remote instruction or serving in a dual role, teaching both remote and in-person learners.
*If teachers will serve in a dual role, describe whether it will be simultaneously, meaning remote and in-person at the same time with course/schedule specific considerations.

Describe the expectation for teacher instruction, interaction, and frequency with digital learning students.

If utilizing waivers for **class size**, what supports will the school put in place to support the teacher and students? How will the charter monitor and determine if the supports are adequate for teachers who exceed class size in digital learning settings.

If utilizing waivers for **teaching load**, what supports will the school put in place to support the teacher and students? How will the school monitor and determine if the supports are adequate for teachers who exceed teaching loads in digital learning settings.

Technology / Platforms

Identify the learning management system/content management system that will the school will use? (Canvas, Buzz, Google Classroom, etc.)

Describe the digital content that will be available to students, including any digital curriculum and supports that are available to teachers. If the school is using a content management system (CMS), please specify grades levels and subjects that the CMS will address.	
What video communication software is required for any digital learning student? Please describe the video communication software the teacher will use to facilitate live conferences between two or more participants.	
Describe the technology access (device and connectivity) that will be provided to each digital learning student to ensure each student receives a free public education.	
Student Supports	
Describe the manner and frequency the school will use to monitor the wellness and safety (food security, physical, mental health, etc.) of students in a digital learning setting. (This may be in-person, video communication, etc.). Identify supports available within the school to assist students.	
Describe the manner and frequency the school will use to monitor the academic and student engagement in a digital learning setting. Describe the additional supports available for students struggling with engagement.	
Describe the Academic Response to Intervention plan for digital learning students, including additional supports and personnel.	
Describe the school's formative assessment plan to support student learning.	
Describe how dyslexia screening and services will be provided to digital learning students.	
Describe how Gifted and Talented supports and services will be provided to digital learning students.	
Describe how English for Speakers of Other Languages (ESOL /ESL) supports and services will be provided to digital learning students.	

Teacher Supports	
Describe school supports to provide on-going digital content and instructional supports for teachers.	
Identify the daily or weekly amount of time teachers will need to develop and plan for instruction based on interaction and delivery options selected and digital supports provided. How will the school support teachers with digital content and planning?	
School Supports	
Describe how the school will ensure equitable access to opportunities for success for digital learner's needs (poverty, homelessness, migrant, foster care, and military connected students) A link (URL) to the school equity plan may be acceptable if it meets this criteria.	
All students are expected to test (statewide summative assessments) onsite as per DESE guidance. Provide an overview of how the school may communicate to parents and test digital learning students at a school site.	
Provide a detailed explanation of how the school will monitor and evaluate the effectiveness of the digital option(s) and the fidelity of implementation as described within this application.	
Describe how the teacher(s) will engage families into the digital learning process. (School may link the District Engagement Plan if digital learning is included. The plan must address how the school will support parents/students with digital tools and resources)	
Provide a URL to evidence of the local school board's approval of the waiver request(s).	
Provide a URL to evidence of stakeholder feedback regarding the waiver request(s) and the school communication plan regarding digital learning program(s).	
Policies	
Please provide a link (URL) to the attendance policy for digital learning students.	
Please provide a link (URL) to the discipline policy for digital learning students.	

Please provide a link (URL) to the grading policy for digital learning students.	
Charter	
Describe how the addition of a virtual program is in line with the mission or model of the school.	

Additional Waiver(s)

Waiver Topic #1	
Arkansas Code Annotated	
Standard for Accreditation	
ADE Rules	
Rationale for Waiver	

Waiver Topic #2	
Arkansas Code Annotated	
Standard for Accreditation	
ADE Rules	
Rationale for Waiver	

Waiver Topic #3	
Arkansas Code Annotated	
Standard for Accreditation	
ADE Rules	
Rationale for Waiver	

Waiver Topic #4	
Arkansas Code Annotated	
Standard for Accreditation	
ADE Rules	
Rationale for Waiver	

Waiver Topic #5	
Arkansas Code Annotated	
Standard for Accreditation	
ADE Rules	
Rationale for Waiver	

_____AMI (Alternative Methods of Instruction)

As per Arkansas Code Annotated § 6-10-127 a district may apply for up to 10 days of AMI for the use of alternative methods of instruction, including [remote] learning, on days when the district is closed due to exceptional or emergency circumstances such as:

- contagious disease outbreak
- inclement weather
- other acts of God
- utility outage

AMI Requirements

REQUIREMENTS	DISTRICT RESPONSE
Number of AMI days requested by the district. (Please note that all AMI days utilized must be noted in eSchool. Sporting events, funerals, other school events, lack of substitutes, or lack of bus drivers do not qualify as exceptional circumstances.)	# days requested per year
Provide a description of the AMI assignments and materials used at each school within the district to effectively facilitate teaching and support learning for the benefit of the students. Please include information if the district will utilize technology-based assignments or paper packets. (AMI packets must be available on-line or have been sent home prior to the designation of an AMI day)	
Describe how student attendance will be determined for an approved AMI day. (All attendance should be determined and reported in eSchool within 5 days of the AMI day.) May include a link (URL) to the attendance policy for digital learning students if applicable to all students during AMI days.	
1.) Describe how the district will ensure implementation of Individual Education Programs (IEPs) for students with disabilities on AMI days. Include how the district will involve the special education teacher in the provision of special education services during the AMI day to meet the individual needs of each student. 2.) Describe how accommodations and related services will be provided.	1. 2.
Please include the link (URL) to the webpage or social media where information will be posted to announce the date of the AMI day and reason for utilizing the AMI day - (this should match the AMI dates entered into eSchool). (Example: December 1 will be an AMI day due to inclement weather)	