



## Amendment of Enrollment Plan

*For Charter Schools Authorized by  
the Indiana Charter School Board*

May 2018

For more information, please visit the  
Indiana Charter School Board website:

<http://www.in.gov/icsb>.

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## Introduction

Each organizer applying for a charter from the Indiana Charter School Board (“ICSB”) is required to submit a completed “Proposed Grade Levels and Student Enrollment” table, a sample of which is below, for the school as part of its Charter Application.

<b>Academic Year</b>	<b>Grade Levels</b>	<b>Student Enrollment (Planned/Maximum)</b>
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
At Capacity		

If a charter is awarded, this information is incorporated into the Charter Agreement (“Charter”) as the school’s “Enrollment Plan.” Pursuant to Section 2.2 of the Charter, the school is required to provide instruction to pupils in such grade levels and enrollment numbers in each year of operation as set forth in its Enrollment Plan.

Under Indiana law, a charter school must be open to any student who resides in the state. Subject to certain exceptions, described in more detail below, a charter school may not establish admission policies or limit student admissions in any manner in which a public school is not permitted to establish admission policies or limit student admissions, and must enroll any eligible student who submits a timely application for enrollment.

However, if the number of applications for a program, class, grade level, or building exceeds the capacity of the program, class, grade level, or building, the school must determine which of the applicants will be admitted to the charter school or the program, class, grade level, or building by a random drawing in a public meeting, with each timely applicant limited to one (1) entry in the drawing. Participation in Enroll Indy, the unified enrollment system for Indianapolis, satisfies this requirement.

By law, a charter school may limit new admissions to the school to:

- (1) ensure that a student who attends the charter school during a school year may continue to attend the charter school in subsequent years;
- (2) ensure that a student who attends a charter school during a school year may continue to attend a different charter school held by the same organizer in subsequent years;
- (3) allow the siblings of a student who attends a charter school or a charter school held by the same organizer to attend the same charter school the student is attending; and

- (4) allow preschool students who attend a Level 3 or Level 4 Paths to QUALITY program preschool to attend kindergarten at a charter school if the charter school and the preschool provider have entered into an agreement to share services or facilities;
- (5) give enrollment preference to children of the charter school's founders, governing body members, and charter school employees, as long as the enrollment preference under this subsection is not given to more than ten percent (10%) of the charter school's total population; and
- (6) [EFFECTIVE JULY 1, 2018] allow each student who qualifies for free or reduced price lunch under the national school lunch program to receive preference for admission to a charter school if the preference is specifically provided for in the charter school's charter and is approved by the authorizer.<sup>1</sup>

Pursuant to the Charter Agreement, a school has independent authority to: i) enroll a total number of students different from the school's maximum enrollment as set forth in its current Enrollment Plan, as long as the total enrollment does not exceed one hundred and ten percent (110%) of the maximum enrollment; and ii) may vary the number of students in any particular grade and/or number of students within a class from that provided for in the Enrollment Plan for the purpose of accommodating staffing exigencies, attrition patterns and facilities.

All other proposed changes to a school's Enrollment Plan that results in or has the effect of: i) eliminating or nearly eliminating a grade or grades the Organizer was scheduled to serve under the Enrollment Plan; ii) not enrolling any returning students scheduled to be served under the Enrollment Plan; iii) eliminating any student's seat after the student has been admitted; or iv) changing the school's maximum enrollment, may not be made without the written permission of the Executive Director.

### Enrollment and Grade Configuration Change Requests

A school may submit either an "expansion" request (an enrollment cap or grade span increase) or a "contraction" request (an enrollment cap or grade span decrease).

#### *Expansion Requests*

Expansion requests are those request to expand a school's operations by increasing the maximum number of allowable students or the grade levels offered, (i) or (ii), above. Expansion requests have eligibility criteria based on the school's performance on the academic, financial, and organizational metrics on ICSB's Accountability System, undergo staff review, and have additional submission requirements.

Only schools that meet the following criteria may submit an expansion request:

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<sup>1</sup> There are additional requirements before a charter school receiving federal Charter School Program grant funds may use free or reduced price lunch status as a preference. Charter schools authorized by ICSB must contact ICSB's Executive Director before limiting admissions in this manner.

- The school has been in operation for at least three (3) years;
- The school has attained a rating of “Meets Standard” or better on ICSB’s Accountability System for at least ninety percent (90%) of the organizational compliance metrics for the most recently completed school year;
- The school has attained a rating of “Meets Standard” or better on ICSB’s Accountability System for at least six (6) of the eight (8) financial metrics for the most recently completed fiscal year; and
- The school has attained a rating of “Meets Standard” or better on ICSB’s Accountability System for at least seventy-five percent (75%) of the academic performance metrics for the most recently completed school year.

The above requirements set forth the criteria of what schools are eligible to submit an expansion request based on accountability data for the most recently completed school and fiscal years. In reviewing an expansion request, ICSB staff will also take into consideration all available interim academic, financial, and compliance data for the current school and fiscal year.

#### *Contraction Requests*

A charter school may submit a request to the Executive Director to decrease the number of students or grades served without meeting the above eligibility requirements.

#### Submission of Amendment Requests

A school seeking to amend its Enrollment Plan must complete and submit the Enrollment Plan Amendment Request form, attached to this document, no later than the end of February annually. Schools submitting expansion requests must meet the eligibility requirements. Requests that are: i) submitted by schools not meeting the eligibility requirements (for expansion requests), ii) submitted past the deadline, or iii) incomplete, will not be considered. If an incomplete form is submitted prior to the deadline, ICSB will notify the school of the missing information, and the school will have until the deadline to correct the error.

On a case by case basis, ICSB may request a follow-up interview with the board members and leadership of the school. ICSB conducts interviews to address any areas of concern identified through the review process that require additional information or context from the school, including eligibility for proven provider status if required.

Schools are encouraged to inform families and community members of proposed change and of their ability to provide public comment to the ICSB at [charter-applications@icsb.in.gov](mailto:charter-applications@icsb.in.gov) for consideration.

The final decision on the school’s request will be made by ICSB’s Executive Director. If the school disagrees with the final decision of the Executive Director, the school may request a hearing on the amendment at the next regularly scheduled ICSB Board meeting.

## **ENROLLMENT PLAN AMENDMENT REQUEST**

An Enrollment Plan Amendment Request (“Request”) must be completed by school wishing to make an amendment to its current Enrollment Plan. The school’s designated representative will serve as the contact for all ICSB communications.

**All Requests must be submitted by midnight on the last day of February in the year prior to the school year in which the proposed change would go into effect.**

A school seeking either a grade level or enrollment cap increase (an “expansion request”) must meet certain eligibility requirements.” Schools submitting an expansion request must have: i) been in operation for at least three (3) years; ii) attained a rating of “Meets Standard” or better on ICSB’s Accountability System in at least ninety (90%) of the organizational compliance metrics for the most recently completed school year; iii) attained a rating of “Meets Standard” or better on ICSB’s Accountability System for at least six (6) of the eight (8) financial metrics for the most recently completed fiscal year; and iv) attained a rating of “Meets Standard” or better on ICSB’s Accountability System for at least seventy-five percent (75%) of the academic performance metrics for the most recently completed school year.

Any school may submit a request for a grade level or enrollment cap decrease.

**Type of submission**

(check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Enrollment Cap Increase | <input type="checkbox"/> Grade Level Increase |
| <input type="checkbox"/> Enrollment Cap Decrease | <input type="checkbox"/> Grade Level Decrease |
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**Eligibility** (if submitting an “expansion” request)

All boxes must be checked.

- School has been in operation at least three years.
- School has attained a rating of “Meets Standard” or better on ICSB’s Accountability System in at least 90% of the organizational compliance metrics for the most recently completed school year.
- School has attained a rating of “Meets Standard” or better on ICSB’s Accountability System for at least six (6) of the eight (8) financial metrics for the most recently completed fiscal year.
- School has attained a rating of “Meets Standard” or better on ICSB’s Accountability System for at least seventy-five percent (75%) of the academic performance metrics for the most recently completed school year.

**Name of Charter School:**

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**Designated representative:**

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**Contact Information of designated representative (Phone and Email):**

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**Year Proposed Change to go into Effect:**

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Current Grade Level(s) and Enrollment		
Grade Level(s)	Current Enrollment	Maximum Enrollment*

\* Please refer to your Enrollment Plan (included as part of your original Charter Application), as amended.

Proposed Grade Levels and Maximum Enrollment	
Proposed Grade Levels	Proposed Maximum Enrollment

**Describe the reason for the request.**

- a. If seeking an expansion, please provide evidence that the school meets the eligibility requirements.
- b. Please describe the enrollment circumstances or trends of the school which support your request. If seeking an expansion, please provide evidence of need or demand for the request.
- c. Please describe the impact of your request on the school's financial position and sustainability.
- d. Attach any additional documents that you believe support your request.

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**Signature of Applicant's Designated Representative**

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Signature

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Date