

# CHARTER SCHOOL SIGNIFICANT EXPANSION OF ENROLLMENT

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The purpose of this document is to advise charter schools and charter sponsors of the requirements and procedures related to charter school expansions. A significant expansion is defined as a substantial increase in the number of students attending a charter school due to a significant event that is unlikely to occur on a regular basis, such as the addition of one or more grades or educational programs in major curriculum areas. The term also includes any other expansion of enrollment that the SEA determines to be significant (§34 CFR 76.787).

## NOTIFICATION OF EXPANSION

Any significant expansion planned for the upcoming school year must be submitted in writing by your Charter School Board on Charter letterhead to the Idaho Department of Education by **March 31<sup>st</sup>, 20XX**. The letter should be sent to [ESSAandSPED@SDE.idaho.gov](mailto:ESSAandSPED@SDE.idaho.gov) via email. One letter may be submitted if the charter school is adding a grade level, increasing the school enrollment within existing grades by 10% or more classes, or both (I.C. § 33-5208(6)). The charter school must provide approval from their authorizer showing proof of expansion.

## SIGNIFICANT EXPANSION BY ADDITION OF A GRADE LEVEL

If the charter school is adding a grade level, the letter should state “The Idaho Public Charter School Commission or the district authorizer has approved the expansion of ABC Charter School ( ) (district code) to include grade for the Fall of 20XX. The expected enrollment in the additional grade will be students. Current enrollment is; the anticipated expansion enrollment is: .”

## SIGNIFICANT EXPANSION BY INCREASE IN ENROLLMENT WITHIN EXISTING GRADES

If the charter school is going to increase their school enrollment within existing grades by 10% or more classes, the letter should state, “The Idaho Public Charter School Commission or the district authorizer has approved the expansion of ABC Charter School ( ) to include additional students in grades - , for a total school enrollment of \_.”

## **SIGNIFICANT EXPANSION BY ADDITION OF A GRADE LEVEL AND INCREASE IN ENROLLMENT**

If the LEA is expanding by adding a grade level and increasing enrollment in existing grades, one letter may be submitted. The letter must indicate in two separate paragraphs the grade expansion enrollment number and the increase in enrollment number in existing grades.

The **March 31** deadline has been set by the department to allow the window within **120 days'** notice time before the date the charter school is scheduled to expand. This lead-time allows enough time to account for those schools planning a significant increase and for the department to calculate preliminary allocations in April for the upcoming school year.

**The information will be used to calculate allocations for the following programs:**

- IDEA Part B – Special Education School Age and Preschool Grants
- Title I, Part A – Improving Basic Programs
- Title II, Part A – Supporting Effective Instruction
- Title IV, Part A – Student Support and Academic Enrichment

NOTE: Your Charter is expected to provide “best estimates” in March. The Idaho Department of Education will confirm actual counts after the November/December ISEE upload and may adjust any significant discrepancies (estimated vs. actual).

## **ADDITIONAL INFORMATION**

### **SPECIAL EDUCATION FUNDING AND ACCOUNTABILITY CONTACT:**

Lisa Pofelski-Rosa, Financial Specialist Principal  
Phone: (208) 332-6916 Email: lpofelskirosa@sde.idaho.gov

### **ESSA FUNDING AND ACCOUNTABILITY CONTACT:**

Financial Specialist Principal  
Phone: (208) 332-6900 Email: TBD

### **PUBLIC SCHOOL FINANCE CONTACT:**

Julie Oberle, School Financial Officer  
Phone: (208) 332-6840  
Email: joblerle@sde.idaho.gov

### **CHARTER SCHOOL CONTACTS:**

Michelle Clement Taylor, Director of School Engagement & School Choice Coordinator  
Phone: (208) 332- 6963  
Email: mtaylor@sde.idaho.gov