



**IDAHO**  
STATE DEPARTMENT OF EDUCATION

**OFFICE OF FUNDING & FISCAL ACCOUNTABILITY  
FEDERAL PROGRAMS DIVISION  
650 West State Street  
Boise, ID 83702  
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## **CHARTER SCHOOL SIGNIFICANT EXPANSION OF ENROLLMENT**

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 State Department of Education by **March 18** of that year.

The letter should be sent to Lisa Pofelski-Rosa, Funding and Accountability Coordinator, Special Education Division, Idaho State Department of Education by either email ([lpofelskirosa@sde.idaho.gov](mailto:lpofelskirosa@sde.idaho.gov)) or fax (208-334-2228).

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 2017. 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 18** deadline has been set by SDE 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 SDE 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
- 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 SDE will confirm actual counts after the November/December ISEE upload, and may adjust any significant discrepancies (estimated vs. actual).

For State Apportionment advanced payments, this information has to be submitted to Public School Finance by June 1<sup>st</sup>

**ADDITIONAL INFORMATION**

**SPECIAL EDUCATION FUNDING AND ACCOUNTABILITY CONTACT:**

Lisa Pofelski-Rosa, Coordinator

Phone: (208) 332-6916 Email: [lpofelskirosa@sde.idaho.gov](mailto:lpofelskirosa@sde.idaho.gov)

**ESSA FUNDING AND ACCOUNTABILITY CONTACT:**

Alexandra McCann, Coordinator

Phone: (208) 332-6900 Email: [amccann@sde.idaho.gov](mailto:amccann@sde.idaho.gov)

**PUBLIC SCHOOL FINANCE CONTACT:**

Julie Oberle, Chief Financial Officer Phone: (208)

332-6840 Email: [joberle@sde.idaho.gov](mailto:joberle@sde.idaho.gov) or

Pam Brewer, Finance Program Specialist

Phone: (208) 332-6844 Email: [pbrewer@sde.idaho.gov](mailto:pbrewer@sde.idaho.gov)

**CHARTER SCHOOL CONTACTS:**

Michelle Clement Taylor, School

Choice Coordinator Phone: (208) 332-

6963 Email: [mtaylor@sde.idaho.gov](mailto:mtaylor@sde.idaho.gov)

Jeff Brandt, Special Populations Coordinator

Phone: (208) 332-6915 Email: [jbrandt@sde.idaho.gov](mailto:jbrandt@sde.idaho.gov)