



The Phase-Out and Eventual Closure of School Name (DBN)

I. Summary of Proposal

- Identifying information:
 - o School name, code and grades served
 - o Community School District, building code and address
 - o Currently co-located schools (if applicable)
- Description of the action to be taken as a result of the proposal:
 - o Provide information about the implementation of the proposal including the grade(s) that will phase out each year and the year the school will be closed
- Rationale for the proposed action:
 - o Description of accountability criteria that informed the phase-out proposal
 - o Explanation of Persistently Lowest Achieving designation (if applicable)
 - o Where possible, summarize significant steps taken by DOE to improve school performance before decision to seek phase-out was reached
 - o Provide school performance information that led to proposal and involvement of community prior to recommendation

II. Proposed or Potential Use of Building

- Information about the building:
 - o Capacity
 - o Current utilization
- Description of the proposed use of the building
 - o If the proposed use of the building includes the siting of an additional school, refer to the EIS for that proposed co-location

III. Impact of the Proposal on the Impacted Students, Schools and Community

a. Students

- The impact on the students currently enrolled in the phase out school:
 - o Describe any impact to Special Education (SE) and English Language Learner (ELL) students and the plan to support them going forward (if applicable)
 - o Explain enrollment options available to current students enrolled in the school including if students have an opportunity to transfer out of the school
 - o Describe any change in the High School Admissions programs, CTE Pathways, Middle School Choice programs, and SE & ELL programs

- available to current students that are proposed as part of the proposal (if applicable)
- If applicable, describe any other significant programmatic changes at the school that are proposed as part of the proposal
- The impact on the students that would have enrolled in the phase-out school:
- Explain the next steps for students who included the phase-out school on their High School Application
 - If the school is zoned, explain the impact on families residing in the zone
 - Describe the alternative options for students. List schools (at relevant grade levels) located in the community in which the phasing out school is located, and provide the following for each of these schools:
 - Name
 - DBN
 - Address
 - Enrollment data
 - Building capacity/utilization
 - Demand data (where applicable)
 - Eligibility criteria of programs offered
 - SE and ELL data
 - Available High School Admissions Programs, CTE Pathways or Middle School Choice programs where applicable
 - Site accessibility
 - Accountability information
 - Impact on available programs:
 - List High School Admissions programs, CTE Pathways and Middle School Choice programs (where applicable) available at the proposed phase-out
 - List schools (at relevant grade levels) that offer similar High School Admissions programs, CTE pathways and Middle School Choice programs, where applicable
 - If the building is fully accessible, explain how students requiring a fully accessible building will be accommodated

b. Schools

- The impact of the proposal on the schools in the building:
- Number of seats being eliminated in the building as a result of the phase-out
 - Projected utilization of the building
 - Number of projected new seats in the building
 - Description of any proposed new schools in the building (reference the separate EIS which will be created). Include the following information:
 - Name
 - DBN

- Address
- Projected entering enrollment
- Selection criteria (if applicable)
- Types of High School Admissions programs, CTE Pathways or Middle School Choice programs (if applicable)
- For each school in the building, describe how the allocation of instructional space will change as a result of the proposal. Also, describe if there will be a direct increase or decrease in enrollment of other schools in the building as a result of the proposal
- List planned capital improvements or facilities upgrades, if applicable

c. Community

- In the aggregate, describe the impact of the proposal on the community:
 - Impact on available seats and surrounding schools:
 - Enrollment trend
 - Capacity need
 - Estimated number of seats being eliminated in community as a result of phase-outs and truncations.
 - Estimated number of projected new seats being created in the community as a result of new schools, grade expansions, and ongoing phasing in of schools
 - List of proposed new schools (at relevant grade levels) in the community (whichever is applicable) and provide the following information:
 - Name
 - DBN
 - Address
 - Projected entering enrollment
 - Selection criteria (if applicable)
 - Types of High School Admissions programs, CTE Pathways and Middle School Choice programs (if applicable)
 - Describe the alternative options for students. List schools (at relevant grade levels) located in the community in which the phasing out school is located, and provide the following for each of these schools:
 - Name
 - DBN
 - Address
 - Enrollment data
 - Building capacity/utilization
 - Demand data (where applicable)
 - Eligibility criteria of programs offered
 - SE and ELL data

- Available High School Admissions programs, CTE Pathways and Middle School Choice programs, where applicable
- Site accessibility
- Accountability information
- Impact on availability of programs:
 - List applicable High School Admissions programs, CTE Pathways and Middle School Choice programs available at the proposed phase-out
 - List schools that have offer similar High School Admissions programs, CTE Pathways and Middle School Choice programs
- History and Community Use
 - State when school opened
 - Describe the likely effect, if any, of proposed phase-out on the ability of community members to obtain school building use permits at the phase-out location pursuant to section 414 of the Education Law

IV. Enrollment, Admissions and School Performance Information

- For each impacted school, provide the following:
 - Enrollment data
 - Current enrollment and grades served
 - Projected enrollment of new schools (if applicable)
 - Admissions and eligibility criteria
 - Demographic information
 - For the school proposed for closure, list the grades served and projected enrollment for each year from the start of the phase-out to closure
 - Performance data:
 - Progress Report grade
 - Graduation rate and/or ELA/Math scores
 - State Accountability Status
 - Average attendance and link to attendance report

V. Initial Costs and Savings

- Provide information on the funding formula for schools
- Provide information on the cost of the move (if applicable)

VI. Effect on Personnel Needs, Costs of Instruction, Administration, Transportation and Other Support Services

a. Personnel Needs

- Describe impact on the administrative staff, non-pedagogical, and pedagogical positions that will be created or eliminated as a result of the proposal
- Reference net impact on positions in the district and/or system

b. Costs of Instruction

- State the per capita funding amount and any additional funding the school will receive

c. Administration

- Describe impact on staffing of schools and expected increases or decreases of staff as a result of the proposal. If decreases are expected, explain what will happen to staff

d. Transportation

- Describe impact of the proposal – or lack thereof – on transportation provided to students (if applicable)

e. Other Support Services

VII. Building Information

- Type of building: primary, secondary
- Year built
- Overall BCAS rating
- Target utilization & target capacity
- FY 2009 Maintenance Costs:
 - o Labor:
 - o Materials:
 - o Maintenance and repair contracts:
 - o Service contracts:
 - o Custodial operations costs (materials, custodial allocation):
- FY 2009 Energy Costs:
 - o Electric
 - o Gas
 - o Oil
- Projects completed during current or prior school year:
- Projects proposed in capital plan:
- Note if fully accessible:
- List of building attributes: gymnasium, auditorium, science labs, cafeteria, library