

Enrollment and Grade-Level Expansion Revision Policy for NYC Department of Education Chancellor-Authorized Charter Schools

November 2015

This policy pertains to all Chancellor-authorized charter schools seeking to expand their maximum authorized enrollment, number of sections per grade, or grade levels served. Changes to maximum authorized enrollment or grade levels served are considered material charter revisions that require a public hearing and approval from both the NYC Department of Education's (NYCDOE) Charter Authorizing Team and from the New York State Education Department's (NYSED) Board of Regents as per the NYCDOE Accountability Handbook.¹

The framework for the charter revision process for all Chancellor-authorized charter schools is based on §2852(7)(a) of the New York State Charter Schools Act and NYSED's Technical Advisory for Charter Revisions.² Detailed guidelines on the charter revision process for charter schools can be found in the NYCDOE Accountability Handbook and on the NYCDOE Office of School Design and Charter Partnerships' website.³

It is the policy of the NYCDOE to only evaluate charter revision requests seeking to expand a charter school's maximum authorized enrollment or grade levels served for charter schools that fall into one of the below categories:

- 1) **Charter schools that are currently operating under a full-term charter and are not in a renewal year; or**
- 2) **Charter schools that are currently applying for a renewal, and the Chancellor has, or will, recommended to the New York State Board of Regents a full-term renewal for the prospective charter term; or**
- 3) **Charter schools that submit with their revision requests compelling evidence⁴ to support an evaluation of the revision request by the NYCDOE.**

All other charter revision requests seeking enrollment and/or grade level expansions will be rejected. Charter revision requests seeking enrollment and/or grade level expansions that meet one of the criteria above will be evaluated based on the current NYCDOE Accountability Handbook. The approval of such material revision requests is not automatic and is subject to the discretion of the NYCDOE Charter Authorizing Team and the NYSED Board of Regents. The decision to approve or reject any charter revision request is final and cannot be appealed.

¹ http://schools.nyc.gov/NR/ronlyres/AB35987B-A0E5-4D48-86E0-8BC3A3BE33DC/0/NYCDOECharterSchoolsAccountabilityHandbook201516_V1_August2015.pdf

² <http://www.p12.nysed.gov/psc/documents/charterrevisionTA21.09.10.seb.PDF>

³ http://schools.nyc.gov/NR/ronlyres/9867343C-F001-4231-BCCA-8EB22FE3A3AC/0/CharterRevisionandBoardMemberChangeGuidance_Aug2015.ppt.

⁴ The determinants of what constitutes "compelling evidence" are at the sole discretion of the NYCDOE.