



Policies & Procedures Manual

Policy Number: SF-0001	Issued/Revised: July 1, 2014
Policy Section: General	Policy Owner: School Finance
Subject: Charter Enrollment Cap Amendments	

I. INTRODUCTION:

Charter schools are established via a “charter contract” between an Arizona authorized sponsor and a public body, private person or private organization. The charter contract specifies the number of students which may be enrolled in the charter school(s). As the number of students attending a charter increases, it may be necessary for the enrollment cap to be increased. Historically, contract amendments to increase the enrollment cap have been approved without a specified effective date. Without a specified effective date, the date of sponsor approval becomes the default effective date.

II. PURPOSE:

Current system limitations prevent the application of an enrollment cap amendment being applied mid-year, as of a specific date. This guideline clarifies whether the effective date of a sponsor approved enrollment cap amendment will be the first day of the fiscal year in which the amendment is approved or the first day of the subsequent fiscal year.

III. POLICY:

CAP AMENDMENT APPLICATION

The enrollment cap limits the number of students a charter may enroll. The cap is currently applied against the charter’s student count (current year Average Daily Membership (ADM)) for all students. The cap is first applied to the kindergarten through eighth grade student count (lower student count weight), if these grades are offered. If necessary, the high school student count is also adjusted.

The effective date of the enrollment caps, whether increased or decreased, will be applied to the charter’s student counts for funding purposes as follows:

1. A cap amendment will be applied in the current year, retroactive to July 1st of the current year, if the amendment is approved by the sponsor on or before the charter’s 100th day of instruction. If multiple calendars are in effect, the request must be approved by the sponsor on or before the earliest occurrence of the 100th day of instruction across all calendars for the academic year.
2. A cap amendment will be applied with an effective date of July 1, of the subsequent year, if the amendment is approved by the sponsor after the earliest occurrence of the 100th day of instruction across all calendars for the academic year.

IV. CONTACT:

If you have any questions related to this policy, please contact your ADE School Finance Account Analyst. <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>