**Oakland Unified School District**

Office of Charter Schools



Proposition 39 Facilities Request Form & Instructions

2024-25 School Year

Key Deadlines

|  |  |
| --- | --- |
| November 1, 2023 | Charter School submits Prop 39 Facilities Request Form to OUSD Office of Charter Schools |
| December 1, 2023 | District submits objections to Charter School’s ADA projections (“Projection Objection Letter”), if applicable |
| January 3, 2024 | Charter School responds to District’s Projection Objection Letter, if applicable |
| February 1, 2024 | District makes preliminary facilities offer to Charter School |
| March 1, 2024 | Charter School responds to preliminary facilities offer |
| April 1, 2024 | District makes final facilities offer to Charter School |
| May 1, 2024 | Charter School notifies District to accept or decline the final facilities offer |

Office of Charter Schools

1011 Union Street #947

Oakland, CA 94607

Phone: (510) 879-1677

[www.ousdcharters.net](http://www.ousdcharters.net/)

**PROP 39 FACILITIES REQUEST FORM INSTRUCTIONS**

Education Code §47614 (Proposition 39)

Complete the Prop 39 Facilities Request Form (next page) by responding to questions 1-4 and providing the appropriate documentation, as determined by school type, indicated below. Submit all applicable documents to [**charteroffice@ousd.org**](mailto:charteroffice@ousd.org) no later than end of dayon **Wednesday, November 1, 2023**. Emailed verification will be provided upon submission of a complete application. Please **do not** submit documents in person.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Additional Documents Required** | | | |
|  |  | ADA projections spreadsheet (Appendix I) | Student application documentation (Appendix II) | Meaningfully interested student signature forms (Appendix III) | Meaningfully interested students spreadsheet (Appendix IV) |
| **EXISTING SCHOOL** | | **Required** | *Do not submit* | *Do not submit* | *Do not submit* |
| 1. Existing charter school 2. Projected enrollment of any one or more of the following grade level(s) – TK, kindergarten, 6th grade, and/or 9th grade – **does not** increase by more than 15% between the 2022-23 and 2023-24 school years | |
| **EXPANDING SCHOOL** | | **Required** | **Required** | *Do not submit* | *Do not submit* |
| 1. Existing charter school 2. Projected enrollment of either TK, kindergarten, 6th grade, and/or 9th grade **does** increase by more than 15%\* between the 2023-24 and 2024-25 school years | |
| **NEW SCHOOL** | | **Required** | *Do not submit* | **Required** | **Required** |
| 1. Charter school opening in 2024-25 | |

\*Student application documentation is not required if a projected enrollment increase equal to or greater than 15% results in an increase of 5 or fewer students per grade.

Notes on required documentation:

* Prop 39 facilities are allocated based on in-district (Oakland resident) average daily classroom attendance (ADA).
* "Expanding Schools" are required to submit documentation demonstrating “meaningfully interested students” for Appendix II. This requirement must be fulfilled by providing student application documentation from the 2022-23 and 2023-24 school years. Further instructions are included in Appendix II.
* Charter schools experiencing enrollment growth due to the addition of previously authorized grade levels are considered "Existing Schools." As such, these schools should **not** submit student application documentation or meaningfully interested student forms.
* Include only information requested. OCS may request additional documentation as necessary.

**2024-25 PROP 39 FACILITIES REQUEST FORM**

Education Code §47614 (Proposition 39)

* The Facilities Request Form and all accompanying documentation must be submitted to [**charteroffice@ousd.org**](mailto:charteroffice@ousd.org) by **end of day on Wednesday, November 1, 2023.**
* A facilities request will only be accepted if submitted on this form with all required attachments (please see Prop 39 Facilities Request Form Instructions on prior page for details on required attachments).

**Charter School Name:**

Primary Contact Person Name: Phone:

Email:

Mailing Address:

1. **Provide a description of the methodology used to create the average daily classroom attendance (ADA) projections included in Appendix I.**

[Insert Response Here]

1. **Please indicate all (sites, including non-OUSD sites) on which the Charter School is currently located, if any.**

[Insert Response Here]

1. **Provide a description of the general geographic area or the district school site in which the charter school wishes to locate. *(Please note that while the District will make a reasonable effort to offer space in the general geographic area requested, Proposition 39 does not require the district to grant the charter school’s geographic or site-specific requests.)***

[Insert Response Here]

1. **Please note if the charter school has any unique facilities-related requests based on the school’s educational programming.**

[Insert Response Here]