Oakland Unified School District

**Office of Charter Schools**



Proposition 39 Facilities Request Form

For the 2017-2018 school year

Proposition 39 Facilities Request Form and Instructions

Proposition 39 Facilities Request Form

Office of Charter Schools

1000 Broadway, 6th Floor, Suite 639

Oakland, CA 94607

Phone: (510) 879-1677

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

**PROP 39 FACILITIES REQUEST FORM AND INSTRUCTIONS**

EDUCATION CODE §47614 (Proposition 39)

**Prop 39 Facilities Request Form**

Complete this Facilities Request Form by updating the text fields below each question and attaching:

* + - [ADA Projections Spreadsheet](http://www.ousdcharters.net/uploads/4/1/6/1/41611/appendix_i_ada_projections_spreadsheet_2017-18_final.xlsx) in its original Excel format as **Appendix I**
    - [Meaningfully Interested Student Signature Forms](http://www.ousdcharters.net/uploads/4/1/6/1/41611/appendix_ii_meaningfully_interested_students_signature_form_2017-18_final.docx) as **Appendix II (if applicable)**
    - [Meaningfully Interested Students Spreadsheet](http://www.ousdcharters.net/uploads/4/1/6/1/41611/appendix_iii_meaningfully_interested_students_spreadsheet_2017-18_final.xls) in its original Excel format as **Appendix III (if applicable)**

**In-District ADA Enrollment**

* **Currently Operating Schools:** Live Go/Fall Info Update enrollment data will be used to corroborate the In-District ADA information contained in a school’s facilties request form. If a school projects a “significant increase” that is **greater than 10%**, then additional documentation will be required (see section *Operating Schools Projecting an Enrollment Increase Greater than 10%* below). The “significant increase” calculation will NOT take into consideration the enrollment growth due to schools adding grade levels towards fulfillment of the authorized grade configuration. Please note, enrollment levels of matriculating grades are assumed to be similar to prior years and will not be counted as a “significant increase.” Intent to Enroll/Meaningfuly Interested Students Signature forms will **NOT** be accepted or processed for schools projecting a “significant increase” in enrollment.
* **Schools Opening in 2017-18:** New charter petitions that include Meaningfully Interested Student Signatures must submit these as part of the Prop 39 Request for Facilities as **Appendix II**. Petitioners must also complete and attach the Meaningfully Interested Students Spreadsheet as **Appendix III**. In addition to the hard copy of Appendix III, an electronic Excel copy of Appendix III must be submitted on a flash drive to the Office of Charter Schools.
  + If the new charter petition only contained Meaningfully Interested Teachers Signatures, then you must have all meaningfully interested families complete the Meaningfully Interested Students Signature Form and attach as Appendix II. Also complete and submit the Meaningfully Interested Students Spreadsheet as described above.
* **Operating Schools Projecting an Enrollment Increase Greater than 10%:** Complete and submit both the Meaningfully Interested Students Signature Forms (Appendix II) to account for the projected enrollment increase **AND** the Meaningfully Interested Students Spreadsheet (Appendix III) as described above.

**DUE DATE**

Submit all applicable documents described above by **12:00 pm on Tuesday, November 1, 2016** to the Office of Charter Schools between 9:30AM - 4:30PM (excluding 12:30-1:00 PM lunch). Once a COMPLETE application is submitted a verification of receipt will be provided.

**Submission Checklist**

|  |  |
| --- | --- |
| **Currently Operating Schools** | **Schools Opening in 2017-18 or Operating Schools Projecting an Enrollment Increase Greater than 10%** |
| * Facilities Request Form * ADA Projections Spreadsheet (Appendix I) | * Facilities Request Form * ADA Projections Spreadsheet (Appendix I) * Meaningfully Interested Student Signature Forms   (Appendix II)   * Meaningfully Interested Students Spreadsheet   (Appendix III) |

**PROP 39 FACILITIES REQUEST FORM**

UNDER EDUCATION CODE §47614 (Proposition 39)

* Facilities request will only be accepted if submitted on this form with all required attachments.[[1]](#footnote-1)
* Include only information requested on this form; please refrain from including extraneous information or attachments.
* Facilities request must be received by 12:00 pm on Tuesday, November 1, 2016
* A new or proposed new charter school may make a facilities request only if its charter petition was submitted on or before the last regularly scheduled Board meeting in October of the fiscal year preceding the year for which facilities are requested, and only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested.

Office Use Only

Date Submitted:

Initials:

**Charter School Name: ­­­­­­­­­**

*Application Prepared By:*

Name: Phone:

Email: Fax:

Mailing Address:

1. **Please complete and attach the** [**ADA Projections Spreadsheet**](http://www.ousdcharters.net/uploads/4/1/6/1/41611/appendix_i_ada_projections_spreadsheet_2017-18_final.xlsx) **(Appendix I).**

1. **Provide a description of the methodology used for the ADA projections above. Please also include supporting documentation as an attachment.** *Title 5 CCR §11969 specifies that a requesting charter school must determine a reasonable projection of the in-district average daily classroom attendance (ADA) for the applying school year.*

[Insert Response Here]

1. **Please indicate all OUSD campuses on which the Charter School is currently located. (If Charter School is not currently located on an OUSD campus, enter "None".) (NOTE: Proposition 39 allows OUSD to move a charter school from its current site if necessary.)**

[Insert Response Here]

1. **Provide a description of the district school site and/or general geographic area in which the charter school wishes to locate. (NOTE: Proposition 39 requires OUSD to make a “reasonable effort” to offer a facility to a charter school in the general geographic area in which the charter school wishes to locate, but does not require it to.)**

[Insert Response Here]

1. **Provide information on the charter school’s educational program that is relevant to the assignment of facilities.**

[Insert Response Here]

**The following application requirement ONLY applies to Schools Opening in 2017-18 or**

**Operating Schools Projecting an Enrollment Increase Greater than 10%**

1. **Please complete and attach the** [**Meaningfully Interested Student Signature Forms**](http://www.ousdcharters.net/uploads/4/1/6/1/41611/appendix_ii_meaningfully_interested_students_signature_form_2017-18_final.docx) **(Appendix II) AND the** [**Meaningfully Interested Students Spreadsheet**](http://www.ousdcharters.net/uploads/4/1/6/1/41611/appendix_iii_meaningfully_interested_students_spreadsheet_2017-18_final.xls) **(Appendix III). (Please be sure to also include Appendix III in Excel format on the flash drive.)** *Title 5 CCR §11969.9(c)(1)(B)(C) states that the annual request must include a description of the methodology used in making the ADA projections and if relevant, documentation of the number of in-district students meaningfully interested in attending the charter school.*

1. 5 CCR § 11969.9(c)(3) *School districts may require the charter school to submit its facilities request containing the information specified in paragraphs (1) and (2) on...another form specified by the school district.* [↑](#footnote-ref-1)