Oakland Unified School District

**Office of Charter Schools**



Proposition 39 Facilities Request Form

For the 2018-2019 school year

Proposition 39 Facilities Request Form 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 INSTRUCTIONS**

EDUCATION CODE §47614 (Proposition 39)

**Prop 39 Facilities Request Form Instructions**

Complete the Prop 39 Facilities Request Form by responding to questions 1-6 and providing the appropriate documentation as indicated below:

* + - [ADA Projections Spreadsheet](http://www.ousdcharters.net/proposition-39.html) in its original Excel format as **Appendix I**
    - [Meaningfully Interested Student Signature Forms](http://www.ousdcharters.net/proposition-39.html) as **Appendix II (if applicable)**
    - [Meaningfully Interested Students Spreadsheet](http://www.ousdcharters.net/proposition-39.html) in its original Excel format as **Appendix III (if applicable)**

**In-District ADA Enrollment**

* **Schools Opening in 2018-19:** Meaningfully Interested Student Signature Forms\* must be included as **Appendix II** of the facilities request form. 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 must be submitted on a flash drive to the Office of Charter Schools.

**\*** Please note, these forms should match those included in the new charter petition submission.

* **Schools Currently Operating and Not Projecting an Enrollment Increase Greater than 10%:** 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 is not projecting an in-District enrollment increase greater than 10%, Meaningfully Interested Students Signature Forms are not required and will **not** be processed.
* **Schools Currenly Operating and Projecting an Enrollment Increase Greater than 10%:** If a school projects a “significant increase” in in-District enrollment that is **greater than 10%**, the school must complete and submit both the Meaningfully Interested Students Signature Forms (Appendix II) **and** the Meaningfully Interested Students Spreadsheet (Appendix III) to account for the projected enrollment increase. 
  + Please note, enrollment growth due to the addition of grade levels towards fulfillment of the authorized grade configuration is **not** considered a “significant increase”. Enrollment levels of matriculating grades are assumed to be similar to prior years. In such instances, Meaningfully Interested Students Signature Forms are not required and will **not** be processed.

**DUE DATE**

Submit all applicable documents described above by **12:00 pm on Wednesday, November 1, 2017** to the Office of Charter Schools. Normal drop-off hours are between 9:30 AM - 4:30 PM (excluding 12:30-1:00 PM lunch). Once a COMPLETE application is submitted a verification of receipt will be provided.

**Submission Checklist**

|  |  |
| --- | --- |
| **Schools Currently Operating** | **Schools Opening in 2018-19 or Schools Currently Operating and 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 Wednesday, November 1, 2017
* 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: ­­­­­­­­­**

*Main Contact Person*

Name: ­­­­­­­­­ Phone:

Email: Fax:

Mailing Address:

1. **Please complete and attach the** [**ADA Projections Spreadsheet**](http://www.ousdcharters.net/proposition-39.html) **(Appendix I).**

1. **Provide a description of the methodology used for the ADA projections above, including the current and prior year’s attendance rates. 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 the district 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; however, the district is not required to grant the charter school’s request.)**

**[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 2018-19 or Schools Currently Operating and Projecting an Enrollment Increase Greater than 10%**

1. **Please complete and attach the** [**Meaningfully Interested Student Signature Forms**](http://www.ousdcharters.net/proposition-39.html) **(Appendix II) AND the** [**Meaningfully Interested Students Spreadsheet**](http://www.ousdcharters.net/proposition-39.html) **(Appendix III). (Please be sure to also provide Appendix III in Excel format on a 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)