**Amendment to Multi-District Certification  
Grade Level Change**

Per §22-30.7-109.5 C.R.S., multi-district online schools are no longer required to undergo a recertification process. However, grade level changes require an amendment to the original certification. Amendments must be submitted to the Office of Blended and Online Learning no later than April 2, 2018, but submissions will not be accepted prior to January 2, 2018. Amendments will be reviewed by both internal and external reviewers and will be evaluated based on the criteria contained in the rubric used for the Multi-District Online School certification. The Office of Blended and Online Learning will notify the online school of its decision within 30 days of receipt of the amendment. If the amendment is not approved, the online school and its authorizer may appeal to the State Board of Education within 30 days of notification that the amendment to certification has been denied.

The amendment submission should contain:

* Cover Page (See below)
* Letter of Explanation – This letter should provide a description and rationale for the proposed changes to the original certification.
* Certification Regarding Compliance with Quality Standards (See below)
* Relevant sections of the Multi-District Online School Certification

The sections required for a grade level change amendment are listed below and the prompts for each section are located within the full multi-district certification application: [Application, Instructions, and Guide](Certification_Application_2018.pdf)

Authorizers and schools are encouraged to utilize the Multi-District Online School Certification Rubric as they write and develop an amendment: [Multi-district Review Rubric](Review%20Rubric%20for%20Certification%202018.pdf)

Amendments should be submitted by email as a pdf document. Append all supporting documentation and submit as a separate email attachment. The Application Cover Page and Certification Regarding Compliance with Quality Standards page must contain the appropriate signatures and/or initials on the digital copy.

Amendments to certification should be submitted between January 2, 2018 and April 2, 2018 via email to:

Renee Martinez at [martinez\_r@cde.state.co.us](mailto:martinez_r@cde.state.co.us)

The Office of Blended and Online Learning is happy to assist authorizers and schools in the development of their amendments to certification prior to the official submission. Please contact the Office of Blended and Online Learning with questions.

**Amendment to Certification Cover Page**

|  |  |  |
| --- | --- | --- |
| **Authorizer Contact Information** | | |
| Authorizer District Name | | Authorizer District Code |
| Contact Person | | Position Title |
| Phone number | Email Address | |

|  |  |  |
| --- | --- | --- |
| **Online School Contact Information** | | |
| Name of the Online School | | Online School Code |
| Contact Person | Phone | E-mail address |

|  |
| --- |
| **Proposed Grade Level Changes** |
| Grade level served currently (check all that apply)   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 🞏 K | 🞏 1 | 🞏 2 | 🞏 3 | 🞏 4 | 🞏 5 | 🞏 6 | 🞏 7 | 🞏 8 | 🞏 9 | 🞏 10 | 🞏 11 | 🞏 12 | |
| Proposed grade levels   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 🞏 K | 🞏 1 | 🞏 2 | 🞏 3 | 🞏 4 | 🞏 5 | 🞏 6 | 🞏 7 | 🞏 8 | 🞏 9 | 🞏 10 | 🞏 11 | 🞏 12 | 🞏 13 | 🞏 14 | |

I hereby certify that I am the Applicant’s chief school/administrative officer and that the information contained in this amendment is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations.

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**Authorizer:** Printed Name and Title Date Signature

(Signature should be the District Superintendent, or other person with signature authority for the district.)

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**Online School:** Printed Name and Title Date Signature

**Certification Regarding Compliance with Quality Standards for Online School and Programs**

**(To be certified by Authorizer)**

Through the process of developing this amendment to certification, the Authorizer has reviewed the structure, program plan and operations of the Online School and finds that it meets exceed the following quality standards in the administration of program and delivery of curriculum:

|  |  |
| --- | --- |
| **Quality Standards for Online Schools and Programs** | **Authorizer Initial** |
| **3.02.1** The Online School involves representatives of the Online School’s community, as well as staff, in a collaborative process to develop and communicate the Online School's vision, mission, goals and results, in a manner appropriate to the online model for that program. The Online School provides leadership, governance, and structure to support this vision and these supports are used by all staff to guide the decision-making. |  |
| **3.02.2** [Expired 05/15/2011 per Senate Bill 11-078] |  |
| **3.02.3** The Online School has, or has a plan and timeline in place to accomplish, the technological infrastructure capable of meeting the needs of students and staff, and of supporting teaching and learning. The Online School uses a variety of technology tools and has a user-friendly interface. The Online School meets industry accepted accessibility standards for interoperability and appropriate access for learners with special needs. Technological support structures and programs are in place to reduce barriers to learning for all students. |  |
| **3.02.4** The Online School has, and implements, a technology plan that includes (but is not limited to) documentation that all students and Parents know and understand acceptable use of the internet in accordance with all federal and state statutes. When providing direct services (for example, ISP, computer equipment or "at location") to students, the Online School will use filtering software to prevent access to inappropriate materials. |  |
| **3.02.5** Online Schools must comply with all statutory requirements, including the existing budgetary reporting procedures under state law, as well as being consistent with the format required by the authorizing entity. Budgets and accounting records must be transparent, open to the public, and demonstrate support of student academic achievement. |  |
| **3.02.6** Online School demonstrates levels of attainment of statewide performance indicators that meet expectations established by the Department’s annual performance review as described in §22-11-210, C.R.S. |  |
| **3.02.7** The Online School’s Teachers use ongoing, research based formative and summative assessments to measure student academic performance. Students have varied opportunities to demonstrate mastery of skills, show academic progress, and receive meaningful feedback on their learning. |  |

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| **Quality Standards for Online Schools and Programs** | **Authorizer Initial** |
| **3.02.8** An Online School has a policy regarding course completion. |  |
| **3.02.9** An Online School follows policies for tracking attendance, participation, and truancy. The policy includes documentation of Teacher / student interaction. |  |
| **3.02.10** The Online School has a policy, and the infrastructure to store, retrieve, analyze and report, required student, Teacher, financial, and other required data collections. |  |
| **3.02.11** The Online School has a policy providing guidance counseling services as appropriate to grade level and student need. |  |
| **3.02.12** The Online School has a policy guiding school/home communication about student and program progress, school governance, and school accountability that is relevant, regular, and available in native language where reasonable. |  |
| **3.02.13** Instructional strategies, practices, and content address various learning needs and styles of students. The Online School uses a body of evidence to identify advanced, under-performing, economically disadvantaged, or other special needs students. The Online School will work with its Authorizer to ensure that support structures and programs, including but not limited to, Title I, ESL, Special Ed., and Gifted and Talented, are integrated into the school’s instructional program to promote and support student learning. |  |
| **3.02.14** The Online School evaluates the degree to which it achieves the goals and objectives for student learning. There is a systematic process for collecting, disaggregating, managing, and analyzing data that enables the Online School’s leadership, Teachers, Parents, students, community members and other stakeholders to determine areas of strength and challenge. The data collected are analyzed using a systems approach, and the analysis includes the use of the school performance reports required pursuant to §22-11-503, C.R.S. |  |
| **3.02.15** The Online School shall ensure that background checks in accordance with law are performed on all volunteers and paid staff, including but not limited to Mentors, Teachers, Administrators, or any other persons in unsupervised contact with the student, except Parents supervising their children’s educational program. |  |

Dated this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

**Authorizer:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title Signature

**Grade Level Changes**

All of the following sections must be completed when adding a new grade(s) that changes the target population of the school and expands the range and type of student services that must be provided (e.g. A K-8 School that wishes to add high school grades (9-12) or a high school that wishes to add middle school grades (6-8)).

1.1 Curriculum and Instruction

1.2 Use of Software Applications and Technology

1.3 Data Gathering, Analysis and Reporting (Management)

1.5 Financial Management, Facilities Management and Risk Management

1.6 Other Relevant Public Education Administrative Functions

**Part 3: School Management Contracts\***

\*This section must only be completed if the online school contracts with an Education Service Provider for management services.

* 1. Examples of ESP Efficacy (Specific to the new target population)

**Part 4: Plan for Operating the Online School**

4.1 Vision, Mission and Goals

4.3 Equitable Access for all Students

4.4 Guidance Counseling for all Students

4.5 Student Academic Credit Policies

4.6 Student Achievement and Attendance Policies

4.8 Student Placement Policies and Procedures

4.9 Staff Development Plans

4.10 Student Services, Including Tutorial Support

4.11 Staff, Student and Parent Handbooks

4.13 Annual Budget and Finance Practices

4.14 Facility Plans (If applicable)

4.15 Risk Management

4.16 Data Development Analysis and Reporting

4.17 Communication Among the Online School, Parents, Community and School Districts in which Students Enrolled in the Multi-district Online School Reside