

Year 5+ School Closure Fact Sheet

Timeline of Activities and Requirements



Background

When a school receives five consecutive years of Priority Improvement or Turnaround ratings (i.e., reaching “Year 5” of the Accountability Clock), the Commissioner must assign the State Review Panel to critically evaluate the school based on the criteria outlined in statute (See C.R.S. §22-11-208(3)). Then, the State Board of Education must hold an Accountability Hearing to direct a course of action to the local board of education.

Prior to hosting a State Review Panel visit or appearing for an Accountability Hearing, local education agencies (LEAs) may want to pursue school closure for schools that reach Year 5 of the Accountability Clock. In these cases, a State Review Panel visit and Accountability Hearing will be tentatively scheduled, but once proper school closure documentation has been submitted, both the State Review Panel visit and Accountability Hearing will be canceled. This document will outline the activities required for schools that have reached Year 5 on the Accountability Clock that will be closed at the end of the school year, as well as provide guidance and resources for LEAs undergoing this process.

Timeline of Activities

The table below outlines the activities that are required for schools that have reached Year 5 on the Accountability Clock that will be closed at the end of the school year.

Timing	Activity
September	School receives a Priority Improvement or Turnaround rating and moves to Year 5 on the Accountability Clock. State Review Panel visit and Accountability Hearing are tentatively scheduled.
September to February	LEA submits School Code Change Request to retire a school code (i.e., closure) to the School Code Review Committee via the Request for Closing a School Form . <ul style="list-style-type: none">- In the “Reason / justification for school closing” field of the form, please include the phrasing “<i>Out of cycle Year 5+ closure</i>”- For more information on this process, visit the School Code Change Requests webpage
After Request Submission	The School Code Review Committee will review the LEA submitted request. <ul style="list-style-type: none">- Once the request is reviewed (approximately 2-3 weeks after submission), the School Code Review Committee will send official approval documentation back to the superintendent or BOCES executive director.- If the School Code Review Committee has questions or needs points of clarification, the LEA will be contacted accordingly.
After Request Approval	If the request is approved, no further action is required by the LEA. CDE staff will inform the State Board of Education of the upcoming closure. The State Review Panel visit and Accountability Hearing will be canceled. At the beginning of the following school year, the school code will be retired.

** Traditionally the School Code Review Committee starts reviewing requests in February. However, the committee will review Year 5+ closure requests as they are submitted in order to expedite this process.*



Frequently Asked Questions

What happens if a local board or LEA with an approved closure request changes their mind and does not close the school?

- In this case, a State Review Panel visit and Accountability Hearing will be scheduled as soon as reasonably possible. Additionally, if the school receives an Improvement, Performance, or Insufficient State Data rating in the following year (either moving to Year 5 On Watch or Year 5 On Hold), the State Board of Education may still schedule an Accountability Hearing and direct an action for the school.

What is the role of the local board in this process?

- The local board of education should oversee and enforce statutory requirements or any school district policies and procedures related to closing a school. These may include: notifying the parents/guardian of students attending the school, notifying school staff, notifying the community, supporting student transition or reassignment, monitoring the management of finances and assets, transitioning facilities, and monitoring reporting needs, among other requirements specific to that district or school. Local boards are encouraged to consult with their legal counsel for additional details about their obligations throughout the process.

For charters, what are the roles of the charter school governing board and the authorizing board in this process?

- The charter school governing board and authorizing board will advise the closing charter school as to closure requirements in the charter contract and the authorizer policies and procedures on closure and disposition of assets.

Does this process also apply for schools that will not be receiving new students in the upcoming school year and is planning on phasing out grades until fully closed?

- This process only applies for schools that will be fully closed at the end of the school year. For questions regarding the scheduling of a State Review Panel visit or Accountability Hearing for a school in the middle of a phase out process, contact Nate Goss at Goss_N@cde.state.co.us.

What if the district is closing one school but opening up another school on the same campus with the same grades and the same or substantially similar boundaries for enrollment?

- Please review the School Code Website (linked below) closely for what might constitute a successor school.

Resources

Closure Plan Rubric

- CDE has developed a rubric intended to guide school closure based on statute (see C.R.S. §22-11-307). Note that there is no formal requirement to submit a closure plan to CDE or to the State Board of Education.

School Code Committee and School Code Change Requests Website

- The School Code Review Committee reviews all school code change requests in order to maintain accurate information regarding public schools in Colorado and for the purposes of the reasons detailed below. The School Code Review Committee is composed of units from across CDE that understand the impact of school code changes across multiple disciplines.

Contact Us

For questions specifically regarding the School Code Review Committee process, contact:

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For all other questions, contact:

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