



Amendment to Multi-district Certification 2022-2023

December 2022

Amendment Submission Information

Per §22-30.7-109.5 C.R.S., grade level changes to an existing multi-district online school require an amendment to the original certification. Amendments must be submitted to the Colorado Department of Education's Office of Online and Blended Learning no later than April 1, 2022. Amendments are reviewed by both internal and external reviewers and are evaluated based on the criteria contained in the rubric used for the Multi-district Online School certification.

The Office of Online and Blended Learning will notify the online school of its decision within 30 days of receipt of the amendment. If the amendment to certification is not approved, the multi-district 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 (page 3)
- Relevant sections of the Multi-District Online School Certification (see below)

The sections required for a grade level change amendment are listed below and the prompts for each section are located within this document.

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)].

Part 1: Oversight: Adequacy of Resources and Capacity of Authorizer

- 1.1 Authorizer Summary Statement
- 1.2 Vision, Mission, and Goals
- 1.4 Curriculum and Instruction
- 1.6 Use of Software Applications and Technology
- 1.7 Data Gathering, Analysis, and Reporting
- 1.9 Financial Management
- 1.10 Facilities Management
- 1.11 Risk Management
- 1.12 Student Academic Credit and Student Placement Policies
- 1.13 Student Achievement and Attendance Policies



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- 1.14 Student Records Policies
 - 1.15 Guidance Counseling and Student Support Services
 - 1.16 Equitable Access for all Students
 - 1.17 Multi-district Online School Communication

Submission Instructions

- The Application Cover Page must contain the appropriate signatures and/or initials on the digital copy.
- Amendments to certification should be submitted via Syncplicity between January 3, 2023, and April 1, 2023.
- To obtain a link for a Syncplicity folder for submission of the application and supporting documents, please email onlinelearning@cde.state.co.us.
- Amendment applications should be submitted as a PDF document.
- All appendices must be labeled with section (i.e., Section 1.4 (c) requires a calendar as an appendix; calendar document should be labeled Appendix 1.4 (c)).

The Office of Online and Blended 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 Online and Blended Learning at onlinelearning@cde.state.co.us with questions or if you require technical assistance.



Amendment to Certification Cover Page

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

Multi-district Online School Contact Information	
Name of the Online School	Online School Code
Contact Person	Position Title
Phone number	Email Address

Proposed Grade Level Changes												
Grade level served currently (check all that apply)												
<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
Proposed grade levels												
<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

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.

<p>Authorizer: Printed Name and Title</p>	<p>Date</p>	<p>Signature</p> <p>(Signature should be the District Superintendent, or other person with signature authority for the district.)</p>
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Online School: Printed Name and Title	Date	Signature
(Signature should be the District Superintendent, or other person with signature authority for the district.)		

1. Oversight: Adequacy of Resources and Capacity of Authorizer

Provide responses in the area below the prompt.

All appendices must be labeled with section [e.g., Section 1.4 (c) requires a calendar as an appendix; calendar document should be labeled Appendix 1.4 ©].

Note: Application must be completed by the Authorizer and multi-district online school. The application should not be completed by the Education Service Provider (ESP) that the school is contracting with, if applicable.

1.1 Authorizer Summary Statement

Provide a summary statement that addresses the following:

- The rationale for expanding grade levels
- A summary of changes for grade level expansion
- Projected enrollment and growth of the added grade levels

1.2 Vision, Mission and Goals

Authorizer Response:

- 1) Discuss how the vision, mission, and goals of the multi-district online school's expanded grade levels support the Authorizer's vision and mission.

School Response:

- 1) State the vision of the multi-district online school and how the expansion of grade levels fits with the current vision. A vision statement describes measurable aspirations for the future of the multi-district online school.
- 2) State the mission of the multi-district online school and how the expansion of grade levels will support the mission. A mission statement describes why the school exists and its strategy for achieving its vision.
- 3) List measurable goals for the multi-district online school's new grade levels that aligned with relevant Performance Indicators.
(<http://www.cde.state.co.us/accountability/performanceframeworks>).
- 4) Describe how the vision, mission, and goals of the multi-district online school align with the needs of the students and families of the new grade levels the multi-district online school intends to serve.



1.4 Curriculum and Instruction

Authorizer Response:

- 1) Describe the process through which the Authorizer will provide oversight and support the multi-district online school's delivery of curriculum and instruction for the new grade levels. The description of the process should include, but is not limited to:
 - a) Evidence of capacity to fully implement the curriculum with fidelity
 - b) Evidence that instructional staff have met all applicable state licensure requirements
 - c) A description of the staff evaluation process, with clear links to curriculum implementation and student performance
- 2) What services will the Authorizer provide to the multi-district online school related to curriculum and instruction for the new grade levels?
- 3) Attach a copy of the multi-district online school's calendar and proposed schedule for the new grade levels. Provide a description of how the school will meet equivalent scheduled hours along with an equivalent bell schedule statement for the new grade levels.

School Response:

- 1) Give the name of the curriculum that will be used for student instruction for the new grade levels. If provided by a third party, or if self-developed, describe the process of development. Describe the process for ensuring the proposed curriculum is aligned to Colorado Academic Standards.
- 2) Describe the process for review, update, and refresh of the curriculum used for instruction for the new grade levels (the online portion and the off-line portion) to ensure that it maintains alignment with Colorado Academic Standards and how the process allows teachers to differentiate instruction and assessment for individual students.
- 3) Describe fully the process of interaction between the student and the teacher in the delivery of instruction and how this process is consistent with the statutory definition of an "Online School."
- 4) Describe any other staff roles and responsibilities that support or augment instructional or assessment processes within the school.

1.6 Use of Software Applications and Technology

Authorizer Response:

- 1) Describe the Authorizer's plan for developing, implementing, and monitoring technological services, equipment, policies and protocols with regards to data privacy, information security



and the ethical use of technology-related information.

- 2) Describe how your technology plan protects student personally identifiable information in accordance with state and federal data privacy laws including but not limited to Children’s Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and the Student Data Transparency and Security Act (SDTSA).
- 3) Describe any technology-related services the Authorizer will provide to the multi-district online school for the new grade levels.

School Response:

- 1) Describe the plan to ensure that students for the new grade levels in the multi-district online school will have access to the necessary technology to participate in the multi-district online school’s programming.

1.7 Data Gathering, Analysis and Reporting

Authorizer Response:

- 1) Describe the information systems the Authorizer will use to manage student data related to the multi-district online school. Include the staff positions that will be responsible for warehousing and interpreting the data along with a description of the workflow.
- 2) Describe how the Authorizer will work with the multi-district online school to collect, disaggregate, analyze, and apply student and school performance data to inform the development and implementation of the Unified Improvement Plan (UIP).
- 3) Describe the process in which the Authorizer will review and validate data provided by the school prior to submission to CDE as part of any official state data collection.

School Response:

- 1) Describe how the multi-district online school will collect and analyze student academic achievement data for the new grade levels to develop and implement its Unified Improvement Plan (UIP).
- 2) Describe the software that will be used to store and analyze data and the personnel that will be responsible to oversee the multi-district online school’s achievement data and UIP process.

1.9 Financial Management

Authorizer Response:

- 1) Describe the Authorizer’s financial management system, as it relates to the Authorizer’s capacity to oversee the multi-district online school. The description may refer to governance, supervisory controls, and routine reporting controls, and to business office policies and practices as relevant.
- 2) Specify any administrative services the Authorizer will provide to the Online School.



- 3) Describe the process the Authorizer will use to monitor expenditures for the multi-district online school and report those expenditures in the December Finance data collection. If using an Education Service Provider (ESP), include information about how the Authorizer will monitor and report expenditures for the ESP.

School Response:

- 1) Describe the process for developing an annual budget with the addition of the new grade levels for the multi-district online school. Attach a copy of the preliminary budget that is consistent with the prescribed form utilized by the Authorizer and that is based on anticipated student enrollment for the new grade levels.
- 2) Describe the systems and processes by which the multi-district online school will manage accounting, purchasing, payroll, and audits.
- 3) Describe the process in which the multi-district online school will demonstrate compliance with the “Public School Financial Transparency Act”.

1.10 Facilities Management

Authorizer Response:

- 1) If applicable, describe the Authorizer’s system for facilities management as it relates to the Authorizer’s capacity to oversee the multi-district online school. The description may refer to policies and practices related to building safety and security as well as general maintenance.

School Response:

- 1) Describe the multi-district online school’s facility plans, including any potential physical sites. If a facility has already been identified, describe the facility. If a physical facility has not been identified, explain the plan to do so.
- 2) If the multi-district online school already leases or intends to lease a facility for the new grade levels, describe the ownership or lease arrangement of the facility.
- 3) Provide evidence that the facility meets any applicable building codes or health and safety requirements based on its proposed use (e.g., Learning Center or business office).

1.11 Risk Management

Authorizer Response:

- 1) Describe the Authorizer’s risk management system as it relates to the Authorizer’s capacity to oversee the multi-district online school’s addition of the new grade levels. The description may refer to the types and levels of insurance coverage the Authorizer has in place.

School Response:

- 1) Describe policies and procedures adopted to ensure compliance with the Children’s Internet Protection Act and attach a copy of the multi-district online school’s acceptable technology agreement for students.



- 2) Describe (or attach) policies and/or procedures designed to address safety and security issues related to the physical facilities used by the multi-district online school, if applicable.
- 3) Describe (or attach) policies and/or procedures to ensure appropriate conduct between staff members of the multi-district online school and students.
- 4) Describe (or attach) policies and/or procedures to ensure compliance with state regulations regarding background checks of school staff and volunteers.
- 5) Provide a list of the types of insurance the school will obtain.

1.12 Student Academic Credit and Student Placement Policies

Authorizer Response:

- 1) Describe the process through which the Authorizer will monitor and support the multi-district online school's implementation of student academic credit policies for the new grade levels.

School Response:

- 1) List the type of credits (e.g., quarter, semester, or trimester) students enrolled in the multi-district online school will earn and provide a complete list of courses that are available to students for the new grade levels.
- 2) Describe (or attach) policies and/or practices consistent with the Authorizer that relate to the granting of student academic credit for completion of an online course offered by the school for the new grade levels. Describe the requirements for granting a diploma or certificate, if adding high school grade levels and how graduation requirements are in alignment with Graduation Guidelines.
- 3) Describe (or attach) the policies and/or procedures that determine student placement in specific classes offered by the multi-district online school.
- 4) Describe the multi-district online school's requirements for grade level promotion, including credit requirements or competency benchmarks used.
- 5) Describe how the policies and procedures for student placement and grade level promotion ensure that students will progress toward completion within a reasonable timeline.

1.13 Student Achievement and Attendance Policies

Authorizer Response:

- 1) Describe the process through which the Authorizer will monitor and support the multi-district online school's implementation of student achievement and attendance policies.
- 2) Describe the process through which the Authorizer will monitor and support the multi-district online school's implementation of student services, including tutorial support.



- 3) Describe how the Authorizer will track and calculate attendance for the multi-district online school both in practice and in a manner appropriate for submission of the Attendance Snapshot data collection.

School Response:

- 1) Describe (or attach) policies and/or practices consistent with the Authorizer related to student achievement, including a list of formative and summative assessments to be administered and a timeline related to assessment frequency.
- 2) Describe (or attach) policies consistent with the Authorizer for tracking student attendance, including how non-attendance will be reported to the student, family, enrolling district, and Authorizer.
- 3) Describe the process for tracking graduation, dropout, and course completion rates.

1.14 Student Records Policies

Authorizer Response:

- 1) Describe the process through which the Authorizer will monitor and support the multi-district online school's implementation of student records policies.

School Response:

- 1) Describe (or attach) policies and/or practices consistent with the Authorizer that require the multi-district online school to transmit student records (performance, attendance, and assessment data) within 14 days of notice by a school district that the student has enrolled in that school.
- 2) Describe (or attach) policies and/or practices consistent with the Authorizer for requesting student records (performance, attendance, and assessment data) from a school district from which a student has transferred to the multi-district online school.
- 3) Describe (or attach) policies and/or practices related to the collection and maintenance of student records, including those related to compliance with state and federal data privacy laws including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Children's Online Privacy Protection Act (COPPA). Attach or link to the Student Information Privacy and Protection Policy, a School Service Contract Provider Breach policy, and a Parent Rights and Complaint policy as required by the Student Data Transparency and Security Act (C.R.S. 22-16-101 *et. seq.*). Attach or link to the Records Destruction policy as required by C.R.S. 24-73-101 *et. seq.*
- 4) Describe the process through which the Authorizer will maintain the records of participating students on a permanent basis. *Note:* If a charter school provides the multi-district school, only the charter school and not the Authorizer is required to maintain the records.
- 5) Provide evidence of easily accessible contact information for the multi-district online school's records personnel.



1.15 School Counseling and Student Support Services

Authorizer Response:

- 1) Describe the process through which the Authorizer will monitor and support the multi-district online school's provision of school counseling services for all students and other student supports.

School Response:

- 1) Describe the school counseling services that the multi-district online school will provide to enrolled students in accordance with Authorizer policy, including how the school will staff these services.
- 2) Describe how these planned services are appropriate to the grade level and needs of the target population of students who will be served through the multi-district online school.
- 3) Describe the orientation activities that the multi-district online school will provide for students and families through the enrollment process.
- 4) Describe the process that will be used to identify struggling students and the intervention model/process that will be used to support those students.
- 5) Describe the policies and procedures for students to obtain instructional, technological, and counseling support services.

1.16 Equitable Access for all Students

Authorizer Response:

- 1) Describe the process through which the Authorizer will monitor the multi-district online school's implementation of policies and practices related to equitable access for all students.
- 2) Describe (or attach) policies and/or practices that define equitable access for all students of the multi-district online school, including English Language Learners, migrant students, students with disabilities (students with an Individualized Education Program), gifted and talented students and other populations with exceptional needs.

School Response:

- 1) Describe the multi-district online school's plan for ensuring adequate staffing, technology/software and supplemental curriculum are available to support and provide ongoing monitoring for all students, including English Learners, migrant students, students with disabilities (students with an Individualized Education Program), gifted and talented students and other populations with exceptional needs.
- 2) Provide a clear description of enrollment policies and procedures, which includes, but is not limited to, procedures and criteria for enrollment decisions, withdrawals, and transfers.

1.17 Multi-district Online School Communication



Authorizer Response:

- 1) Describe policies and practices that guide communication between the multi-district online school and parents of enrolled students regarding student and school progress, school governance, and school accountability.
- 2) Describe the policy and procedure for addressing concerns or complaints in a timely manner.

School Response:

- 1) Describe the platforms and methods that will be used to communicate relevant, up-to-date information to parents, students, and the community.
- 2) Describe the intent and general contents of the multi-district online school's student handbook and attach a copy.
- 3) Describe the intent and general contents of the multi-district online school's parent handbook and attach a copy.
- 4) Describe the processes for distributing the handbooks and ensuring that the target audiences understand the multi-district online school's policies and procedures.