 State Charter School Board

 Articulation Agreement Request

250 East 500 South, P.O. 144200, Salt Lake City, UT 84042 (801) 538-7720

[www.UtahSCSB.org](http://www.UtahSCSB.org)

The vision of the Utah State Charter School Board (SCSB) is that “every student has access to an excellent education that meets their unique leaning needs.”

# Introduction

The purpose of the Articulation Agreement Request is to provide a process for a charter school governing boards to request an articulation agreement with each other. The Articulation Agreement is based on UCA§[53G-6-502](https://le.utah.gov/xcode/Title53G/Chapter6/53G-6-S502.html?v=C53G-6-S502_2019051420190514) which permits a charter school to give an enrollment preference to a student articulating from one charter school to another pursuant to an articulation agreement between the charter schools that is approved by the State Charter School Board.

# Submission

Application must be uploaded into the Applications Folder of the Documents section of the Utah Charter Access Point (UCAP) system prior to **5:00pm MST on the third Friday of the month prior** to the SCSB meeting.

# Staff Eligibility Review

After receipt, SCSB staff reviews the request. Once the application is deemed Administratively Complete, the application (if appropriate) is placed on the Consent Calendar.

# State Charter School Board Consideration

At the scheduled SCSB meeting, members will consider the request. SCSB staff will notify the school of the SCSB decision within five business days. If approved the governing board and SCSB sign an addendum to the original charter agreement outlining the agreed changes. Normally scheduled meetings are **typically the second Thursday.**

# Application Instructions

The Amendment Request template is a Microsoft Word document with checkboxes and text boxes for the applicant to respond to questions. Prepare your application package using the template, attachments/forms, and submission process approved by the Board. This template is designed to be completed and submitted **electronically**. Incomplete applications will be returned to the applicant. **Submit the application package through the UCAP system**.

# Formatting Requirements:

* Only PDF file types will be accepted.
* Create a three-letter abbreviation for your school to use in place of your school’s name at the beginning of each filename (e.g. ECS for Excelling Charter School).
* For accessibility purposes, please use a 12 pt. Times New Roman font**.**

**DELETE THIS INSTRUCTION PAGE WHEN SUBMITTING THE APPLICATION**

# Applicant Assurances

*Print this sheet, complete and sign the spaces at the bottom, scan, and attach to the electronic application.*

*The Board Chair must sign the following agreement prior to submitting the application package.*

 *Should the agreement be signed by someone other than the current Board Chair, the application package will be deemed Administratively Incomplete.*

School Names: Click or tap here to enter text.

The Applicants certify that all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the Articulation Request process or revocation after award.

The Applicants understand that applications must be uploaded into UCAP no later than the third Friday of the month preceding the month of the requested SCSB meeting and that incomplete applications will not be considered.

The Applicants acknowledge that all information presented in the application package, if approved, may become part of the charter to be used for accountability purposes throughout the term of the charter.

The Applicants acknowledge that the charter school governing boards are subject to all Utah statutes regarding charter schools as well as all relevant federal, state and local laws, and requirements, and should comply such.

The Applicants acknowledge that the most current academic and compliance data may be provided to the SCSB for its consideration of the application.

Click or tap here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School 1 Board Chair Signature of Board Chair 1 /Date

Click or tap here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School 2 Board Chair Signature of Board Chair 2 /Date

# School 1 Entity Information

Name of School 1: Click here to enter text.

Name of School Administrator: Click here to enter text.

Contact Information for School: Click or tap here to enter text.

*Below, list the names and positions of all current Board Members (officers, members, directors, partners), and their positions. Also list any other current charters in which they act as a corporate principal or charter representative. Add rows as necessary.*

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| --- | --- | --- |
| **Name** | **Position** | **All Charter Affiliations** |
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# School 2 Entity Information

Name of School 1: Click here to enter text.

Name of School Administrator: Click here to enter text.

Contact Information for School: Click or tap here to enter text.

*Below, list the names and positions of all current Board Members (officers, members, directors, partners), and their positions. Also list any other current charters in which they act as a corporate principal or charter representative. Add rows as necessary.*

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **All Charter Affiliations** |
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## [x] Articulation agreement.

Describe the purpose for the articulation agreement.

Click here to enter text.

**Required Attachments**:

* Provide a copy of the school’s proposed articulation agreement signed by all participating charter school(s).