**Instructions for Completing this Community Impact Assessment Template for Material Revision Requests**

Per the Material Revision and the Facilities sections of the *LAUSD Policy and Procedures for Charter Schools*, a Community Impact Assessment is required when a charter school seeks:

1. Expansion to one or more additional sites (if outside the community, as defined in the *LAUSD Policy and Procedures for Charter Schools*)
2. Change in location/address outside the community (as defined in the *LAUSD Policy and Procedures for Charter Schools)*
3. Expansion of additional grade levels served

**Please review the instructions and template carefully to complete the Community Impact Assessment (as part of the Material Revision application for consideration by the LAUSD Board of Education).**

“To assist in the determination whether the charter school requesting an expansion or change in location/address is demonstrably likely or unlikely to serve the interests of the entire community in which the school proposes to locate or expand, the charter school must submit a Community Impact Assessment as part of its material revision request. The Community Impact Assessment will be based on analysis of publicly available information and data (e.g., LAUSD OpenData, LAUSD Unified Enrollment program data, official data from the California Department of Education’s website, etc.) and on evidence of community engagement and outreach. The charter school shall clearly cite and provide sources for all data and information used to inform assertions in their Community Impact Assessment” (*LAUSD Policy and Procedures for Charter Schools*).

Please note that “**community**” and “**identified geographical area**” are defined as follows in the *LAUSD Policy and Procedures for Charter Schools*:

“For purposes of this Policy and Procedures, a ‘community’ includes families and individuals who reside, work, and/or are served in the identified geographical area, and all public schools (District and charter), serving similar grade levels as the charter school (inclusive of the proposed additional grade levels being requested, if applicable). The identified geographical area will be based on LAUSD Community of Schools and neighborhoods within a three-mile radius from the location identified by the charter school's material revision application. Thus, petitioners will consider the existing District and charter schools operating within the Community of Schools and three-mile radius.”

Please ensure that the terms used in the narrative response sections below are consistent with the definitions above and other applicable sections of the *LAUSD Policy and Procedures for Charter Schools.*

**Prior to beginning work on the Community Impact Assessment,** **please contact the Charter Schools Division for a list of Schools within the Community** (i.e., the District and charter schools serving any of the same grade levels proposed to be served by the charter school within the identified geographical area).

Prior to submission of the Community Impact Assessment as part of the Material Revision, please contact your assigned Charter Schools Division administrator to establish a Dropbox folder for your submission. Please create a folder titled “Community Impact Assessment” and include this completed template in the top level of the folder. Within this folder, create separate subfolders to store evidence corresponding to each section of the Community Impact Assessment and title each subfolder accordingly (e.g., “Section 1 Evidence”, “Section 2 Evidence”, etc.). Please ensure that all pieces of evidence included in each subfolder are clearly labeled with a unique file name.

In all sections below, there are spaces to include narrative responses to questions, as well as a separate area to list all evidence supporting the assertions in the narrative responses.

In the **Evidence** table for each section below, list each source of evidence on a separate row with a corresponding number in the “Citation” column. Each row should include the following:

* **File Name:** The name of the file as it appears in the evidence folder submitted to Dropbox.
* **Link\*** (optional)**:** A URL link to the file’s Dropbox location (hyperlinks or shortened links are preferred).
* **Description of Evidence:** A brief description of the evidence.

\*Please note that some sources of evidence (e.g., CA School Dashboard data) may be updated by a third party. For this reason, a link to a time-stamped copy of the data (e.g., print out, screen shot, etc.) is preferable to a URL address of the original source.

Within the narrative response(s) of each section below, please clearly cite the specific evidence supporting each statement asserted by the petitioner using the number(s) from the “Citation” column in the Evidence table. If a statement is supported by more than one piece of evidence listed in the Evidence table, include all citation numbers, separated by commas. If a piece of evidence supports statement in multiple sections, please list the evidence in only one section’s Evidence table and refer to that citation number in each Narrative response as appropriate.

For example:

*[Statement asserted by the petitioner]* (1.2). *[Statement asserted by the petitioner]* (1.1, 2.6, and 5.3).

Types of evidence that may be provided as part of the Community Impact Assessment include, but are not limited to, emails and other correspondence, CA Dashboard reports, demographic data, maps, multilingual notices/flyers, presentation materials, meeting agendas, sign-in sheets, survey results, etc.

If there are more than 10 pieces of evidence for a particular section, please insert additional rows in the Evidence table for that section and number the citation number accordingly (e.g., 1.11, 1.12, 1.13, etc.).

**Note:** This document is subject to change. Prior to submission, please check the [CSD website](https://achieve.lausd.net/Page/397) to ensure you are using the most current version of the template.

For additional reference, please review the *LAUSD Policy and Procedures for Charter Schools*.

**COMMUNITY IMPACT ASSESSMENT TEMPLATE**

**(Material Revision Request)**

|  |  |
| --- | --- |
| **GENERAL INFORMATION** | |
| Name of Charter School |  |
| Current location (street address, city, and zip code) |  |
| Current LAUSD Community of Schools |  |
| Current LAUSD Board District |  |
| Current LAUSD Region (formerly Local District) |  |
| Current Grade Levels Authorized to Serve per Approved Charter |  |
| Current Enrollment Capacity Authorized per Approved Charter  (Enrollment capacity is defined as the total number of students who may be enrolled in Charter School regardless of student residency.) |  |
| Indicate Requested Material Revision | Expansion to one or more additional sites outside the community as defined by *LAUSD Policy and Procedures for Charter Schools*  Change in location/address outside the community as defined by *LAUSD Policy and Procedures for Charter Schools*  Expansion of additional grade levels served |

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| **SECTION 1:**  **IDENTIFICATION of the COMMUNITY for the PROPOSED MATERIAL REVISION** | | | |
| **NARRATIVE** | | | |
| a. In the space below, identify and describe the community in which the proposed additional site or new site (for a move) will be located, or the proposed expansion of additional grade levels served will occur. | | | |
|  | | | |
| b. In consideration of the existing District and charter schools operating within the Community of Schools and three-mile radius, please describe pertinent information identified regarding the community for the proposed material revision. | | | |
|  | | | |
| **EVIDENCE TABLE**  **(Add additional rows as needed)** | | | |
| **Citation** | **File Name** | **Link (optional)** | **Description of Evidence** |
| 1.1 |  |  |  |
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| **SECTION 2:**  **FACILITIES PLAN** | | | | |
| **COMPLETE THIS SECTION FOR ADDITIONAL SITE(S) OUTSIDE THE COMMUNITY OR CHANGE IN LOCATION OUTSIDE THE COMMUNITY (MOVE) REQUESTS.**  **FOR REQUESTS TO SERVE ADDITIONAL GRADE LEVELS, PROCEED TO SECTION 3: COMMUNITY ENGAGEMENT** | | | | |
| Anticipated Timeline to Operate (i.e., provide public education to students) on the Proposed Additional Site or New Location | | |  | |
| Proposed Location (street address, city, and zip code) | | |  | |
| LAUSD Community of Schools of the Proposed Location | | |  | |
| LAUSD Board District of the Proposed Location | | |  | |
| LAUSD Region of the Proposed Location | | |  | |
| Current Enrollment Capacity Authorized per Approved Charter  (Enrollment capacity is defined as the total number of students who may be enrolled in Charter School regardless of student residency.) | | |  | |
| Request to Change Currently Authorized Enrollment Capacity | | | No  Yes  If “Yes”, indicate proposed Enrollment Capacity: | |
| **NARRATIVE** | | | | |
| a. In the space below, briefly describe the facilities plan for the proposed additional site or new site (for a move) including, but not limited to, the steps the charter school has taken to research and/or secure facilities within the proposed community, and how the facilities plan serves the interests of the entire community. | | | | |
|  | | | | |
| b. Provide a specific description, with supporting documentation, of each identified public or private site’s ability to accommodate the charter school’s enrollment projection. | | | | |
|  | | | | |
| **EVIDENCE TABLE** | | | | |
| **Citation** | **File Name** | **Link (optional)** | | **Description of Evidence** |
| 2.1 |  |  | |  |
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| **PRIVATE SITES** | | | | |
| Is the charter school planning to utilize a private site (i.e., non-District site) for the proposed additional site or new site (for a move)? | | Yes  No | | |
| If the charter school checked “Yes,” please proceed to the next question in this section.  If the charter school checked “No,” please skip to the “DISTRICT SCHOOL SITE (Prop. 39)” table below. | | | | |
| Has the charter school identified (e.g., has a current site, researched a site, leased a site, etc.) any specific potential private sites within the target community? | Yes  No | | | |
| If the charter school checked “Yes,” please complete the remainder of the table below for each potential private site.  If the charter school checked “No,” please skip to the “DISTRICT SCHOOL SITE (Prop. 39)” table below.  If the charter school has identified more than two potential private sites, **please copy and re-number the table below, as needed, for each additional site.** | | | | |
| **Potential Private Site #1** | | | | |
| In the space below, please describe the specific steps the charter school has taken/is taking to research and secure this site. Please ensure the response includes the anticipated timeline to operate (i.e., provide public education to students) on the proposed site. | | | | |
|  | | | | |
| In the space below, please include a specific description, with supporting documentation, of this identified site’s ability to accommodate the charter school’s enrollment projection in its first year of operation at the proposed site and each subsequent year for the term of the charter, at this proposed site. Please also describe the extent to which the site is approved for the specific use in accordance with requirements of applicable building authorities, applicable laws, and expectations set forth in Section “I” (Facilities) of the *LAUSD Policy and Procedures for Charter Schools*. | | | | |
|  | | | | |
| Refer to the current Certificate of Occupancy (COO), or equivalent document issued by the applicable jurisdictional authority, for the private site to provide the information requested in the rows below. Please ensure that a copy of the COO (or equivalent) is included in the Section 2 Evidence folder and listed in the Section 2 Evidence Table above. | | | | |
| Address: Click or tap here to enter text. | | | | |
| Maximum Occupancy: Click or tap here to enter text. | | | | |
| Approved Use(s): Click or tap here to enter text. | | | | |
| Issuing Authority (e.g., “City of Los Angeles”): Click or tap here to enter text. | | | | |
| Does the site require\* any construction-related activities or other facilities improvements to prepare the site for use as described in the petition (including, but not limited to, the site’s ability to accommodate the school’s enrollment roll out plan)?  \*Please refer to “Charter Schools Facilities Requirements” on p. 71 of the *LAUSD Policy and Procedures for Charter Schools* for applicable requirements. | | | Yes  No | |
| If any construction-related activities or other facilities improvements to the site are necessary to comply with applicable law, please provide a brief description (e.g., scope, itemized construction-related activities, and estimated cost) of these construction-related activities or other facilities improvements in the space below. | | | | |
|  | | | | |
| Please provide the requested information in the rows below, consistent with the description above. | | | | |
| Projected maximum occupancy of the site as the result of the above-described planned construction-related activities or other facilities improvements: Click or tap here to enter text. | | | | |
| Projected Cost: Click or tap here to enter text. | | | | |
| Projected Schedule (start date / completion date): Click or tap here to enter text. | | | | |
| **Potential Private Site #2** | | | | |
| In the space below, please describe the specific steps the charter school has taken/is taking to research and secure this site. Please ensure the response includes the anticipated timeline to operate (i.e., provide public education to students) on the proposed site. | | | | |
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| In the space below, please include a specific description, with supporting documentation, of this identified site’s ability to accommodate the charter school’s enrollment in its first year of operation and each subsequent year for the term of the charter, at this proposed site. Please also describe the extent to which the site is approved for the specific use in accordance with requirements of applicable building authorities, applicable laws, and expectations set forth in Section “I” (Facilities) of the *LAUSD Policy and Procedures for Charter Schools*. | | | | |
|  | | | | |
| Refer to the current Certificate of Occupancy (COO), or equivalent document issued by the applicable jurisdictional authority, for the private site to provide the information requested in the rows below. Please ensure that a copy of the COO (or equivalent) is included in the Section 2 Evidence folder and listed in the Section 2 Evidence Table above. | | | | |
| Address: Click or tap here to enter text. | | | | |
| Maximum Occupancy: Click or tap here to enter text. | | | | |
| Approved Use(s): Click or tap here to enter text. | | | | |
| Issuing Authority (e.g., “City of Los Angeles”): Click or tap here to enter text. | | | | |
| Does the site require\* any construction-related activities or other facilities improvements to prepare the site for use as described in the petition (including, but not limited to, the site’s ability to accommodate the school’s enrollment roll out plan)?  \*Please refer to “Charter Schools Facilities Requirements” on p. 71 of the *LAUSD Policy and Procedures for Charter Schools* for applicable requirements. | | | | Yes  No |
| If any construction-related activities or other facilities improvements to the site are necessary to comply with applicable law, please provide a brief description (e.g., scope, itemized construction-related activities, and estimated cost) of these construction-related activities or other facilities improvements in the space below. | | | | |
|  | | | | |
| Please provide the requested information in the rows below, consistent with the description above. | | | | |
| Projected maximum occupancy of the site as the result of the above-described planned construction-related activities or other facilities improvements: Click or tap here to enter text. | | | | |
| Projected Cost: Click or tap here to enter text. | | | | |
| Projected Schedule (start date / completion date): Click or tap here to enter text. | | | | |

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| **DISTRICT SCHOOL SITE (Prop. 39)** | |
| Does the charter school intend to submit a request for use of District facilities pursuant to Education Code § 47614 (Prop. 39) for this proposed additional site or change of location (for a move)?  Per the *LAUSD Policy and Procedures for Charter Schools*, a petitioner’s stated intention to use District facilities pursuant to Proposition 39, by itself, will not be deemed against the entire community’s interest, but the petitioner shall include, in its facilities plan, detailed information and analysis regarding the specific District school site(s) where the petitioner wishes to locate.  Facts related to District facilities (e.g., sale of property, increases in enrollment, etc.) are subject to change.  Proposition 39 facilities are determined on an annual basis through a separate annual process, pursuant to applicable law and regulation. As such, petitioners should not make assertions that may be inconsistent with that regulatory process and requirements. | Yes  No |
| **NOTE: Completion and submission of this section *does not* constitute a facilities request under California Education Code § 47614 and its implementing regulations.** | |

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| **SECTION 3:**  **EVIDENCE of COMMUNITY ENGAGEMENT** | | | |
| **NARRATIVE** | | | |
| a. In the space below, describe and provide documented evidence of transparent, inclusive, and active community engagement activities and outreach specific to the proposed action (i.e., addition of a site, move, or expansion of grade levels served) within the target community (i.e., the community, as defined in the *LAUSD Policy and Procedures for Charter Schools*, that the charter school proposes to serve) in which the proposed additional site or new site (for a move) seeks to locate or the proposed expansion of additional grade levels served will occur, including, but not limited to, engagement with the following stakeholder groups:   * Parents in the community * Existing public schools (as indicated on the list of Schools within the Community provided by the CSD) * Neighborhood councils * Community-based organizations * Elected representatives * LAUSD Region(s) and Community of Schools leadership * LAUSD Board of Education members | | | |
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| b. In the space below, describe how various communications media have been used to reach diverse constituencies. Please provide a record of outreach efforts specific to the proposed action and audiences reached (e.g., multilingual notices, materials, meeting agendas, sign-in sheets, survey results, etc.) in the Evidence Table below. | | | |
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| c. In the space below, please provide a summary of the responses received from stakeholders. In the Evidence Table below, include publicly disclosable information/documentation of stakeholders’ responses (to the extent possible) which will be shared with the LAUSD Board. | | | |
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| **EVIDENCE TABLE**  **(Add additional rows as needed)** | | | |
| **Citation** | **File Name** | **Link (optional)** | **Description of Evidence** |
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| **SECTION 4:**  **ASSESSMENT of DUPLICATION of PROGRAMS CURRENTLY OFFERED**  **BY EXISTING PUBLIC SCHOOLS IN THE COMMUNITY** | | | | |
| **NARRATIVE** | | | | |
| a. In the space below, please list and provide brief descriptions of all key programs offered by the charter school (inclusive of the proposed additional grade levels being requested, if applicable). For each program listed, please also include citations to the applicable page(s) in the charter wherein the program is described. For purposes of this section, **a “program” consists of systemized activities, services, and/or strategies implemented to meet identified education goal(s) for students with measurable outcomes that are regularly monitored**. If a program focuses on goals/benefits for a specific student group (e.g., English Learners, Students with Disabilities, etc.), please indicate this in the brief description of the program. | | | | |
|  | | | | |
| b. If applicable, in the rows below, please provide a brief description of each of the key programs offered by the charter school (inclusive of the proposed additional grade levels being requested, if applicable) that the petitioners assert are **not** currently offered by the existing public schools in the community. Provide responses to all the questions for each key program listed. Ensure that these program descriptions are consistent with the description of the instructional program in the charter petition and include applicable citations (i.e., reference to the specific pages describing the program in the school’s charter).  **(Add additional rows to the table below as needed)** | | | | |
| **Name of Program and brief description**  **(Include applicable charter citation(s))** | | | | **Please provide responses to**  **all six questions below for *each* program** |
| **Program 1**  Name:  Brief description:  Applicable charter citation(s): | | | | **Program 1 (Responses)**   1. Which student groups does/will the program serve? How many students currently/will participate? 2. How is the program currently or proposed to be implemented? Describe the activities and/or services related to the program. 3. What is the educational goal(s) of the program? 4. How are the educational goal(s) of the program aligned to identified academic need(s) in the community? 5. What are the measurable expected outcomes of the program? 6. How and when is the program monitored/proposed to be monitored? |
| **Name of Program and brief description**  **(Include applicable charter citation(s))** | | | | **Please provide responses to**  **all six questions below for *each* program** |
| **Program 2**  Name:  Brief description:  Applicable charter citation(s): | | | | **Program 2 (Responses)**   1. Which student groups does/will the program serve? How many students currently/will participate? 2. How is the program currently or proposed to be implemented? Describe the activities and/or services related to the program. 3. What is the educational goal(s) of the program? 4. How are the educational goal(s) of the program aligned to identified academic need(s) in the community? 5. What are the measurable expected outcomes of the program? 6. How and when is the program monitored/proposed to be monitored? |
| **Name of Program and brief description**  **(Include applicable charter citation(s))** | | | | **Please provide responses to**  **all six questions below for *each* program** |
| **Program 3**  Name:  Brief description:  Applicable charter citation(s): | | | | **Program 3 (Responses)**   1. Which student groups does/will the program serve? How many students currently/will participate? 2. How is the program currently or proposed to be implemented? Describe the activities and/or services related to the program. 3. What is the educational goal(s) of the program? 4. How are the educational goal(s) of the program aligned to identified academic need(s) in the community? 5. What are the measurable expected outcomes of the program? 6. How and when is the program monitored/proposed to be monitored? |
| c. In the space below, discuss the extent to which the charter school’s instructional program proposed to be implemented at the additional site, new site (for a move), or for the requested additional grades, would or would not duplicate the current programs offered by public schools (District and charter) operating (currently providing public education to students) within the target community which serve any of the same grade levels to be served by the charter school. As applicable, discuss and cite any research supporting your response. | | | | |
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| **EVIDENCE TABLE**  **(add additional rows as needed)** | | | | |
| **Citation** | **File Name** | **Link (optional)** | **Description of Evidence** | |
| **4.1** |  |  |  | |
| **4.2** |  |  |  | |
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| **SECTION 5:**  **CONSIDERATION of ACADEMIC PERFORMANCE** | | | |
| **NARRATIVE** | | | |
| a. In the space below, discuss the current academic performance levels (i.e., California School Dashboard outcomes) of existing public schools (District and charter) within the target community which serve any of the same grade levels (inclusive of the proposed additional grade levels, if applicable) served by the requesting charter school (as indicated on the list of Schools within the Community provided by the CSD). | | | |
|  | | | |
| b. In the space below, discuss the current academic performance levels (i.e., California School Dashboard outcomes) of the requesting charter school. Please ensure this discussion includes consideration of all applicable California School Dashboard indicators. | | | |
|  | | | |
| c. In the space below, discuss how the proposed action (additional site, new site (for a move), or additional grade levels) will meet the academic needs of students the charter school proposes to serve and support increased student achievement in the target community, informed by the analyses of academic performance noted in 5.a and 5.b above. | | | |
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| **EVIDENCE TABLE**  **(Add additional rows as needed)** | | | |
| **Citation** | **File Name** | **Link (optional)** | **Description of Evidence** |
| 5.1 |  |  |  |
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| **(OPTIONAL) SECTION 6:**  **ADDITIONAL INFORMATION**  ***The charter school may present additional information for consideration in the Community Impact Assessment, including but not limited to information pertaining to the needs and achievement of historically underserved students (e.g., Foster Youth, English Learners, Socioeconomically Disadvantaged students, etc.), and the proposed allocation of resources and/or investments to improve student outcomes. Petitioners are encouraged to cite and address the District's goals and/or priority areas.*** | | | |
| **NARRATIVE** | | | |
| In the space below, present any additional information for consideration in the Community Impact Assessment, consistent with the italicized language above. | | | |
|  | | | |
| **EVIDENCE TABLE**  **(Add additional rows as needed)** | | | |
| **Citation** | **File Name** | **Link (optional)** | **Description of Evidence** |
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