**Instructions for Completing this Community Impact Assessment Template for New Independent Charter Petitions**

Per the *LAUSD Policy and Procedures for Charter Schools*, “To assist in the determination whether the proposed new charter school is demonstrably likely or unlikely to serve the interests of the entire community in which the school proposes to locate, the petitioner must submit a Community Impact Assessment as part of its charter petition application. The Community Impact Assessment will be based on an 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. Petitioners 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 review the instructions and template carefully to complete the Community Impact Assessment (as part of the New Independent Charter Petition application for consideration by the LAUSD Board of Education).**

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 proposed new charter school. 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 petitioners of the proposed new charter school. 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 reach out to the Charter Schools Division to request a list of Schools Within the Community[[1]](#footnote-2)** (i.e., the District and charter schools serving any of the same grade levels proposed to be served by the new charter school within the identified geographical area).

As part of the petitioner’s digital submission of the new independent charter school petition application, please create a folder titled “TAB 13 - 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 a narrative response to a question, as well as a separate area to list all evidence supporting the assertions in the narrative response.

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.
* **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 item(s) accordingly (e.g., 1.11, 1.12, 1.13, etc.).

**Please 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**

**(New Independent Petition)**

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| **GENERAL INFORMATION** |
| Name of Proposed Charter School |  |
| Proposed location (street address, city, and zip code) |  |
| LAUSD Community of Schools |  |
| LAUSD Board District |  |
| LAUSD Region (formerly Local District) |  |
| Grade Levels Requested |  |
| Enrollment Capacity by the last year of the term (as reflected in the petition)(Enrollment capacity is defined as the total number of students who may be enrolled in Charter School regardless of student residency.) |  |

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| **SECTION 1:** **IDENTIFICATION of the COMMUNITY for the PROPOSED CHARTER SCHOOL** |
| **NARRATIVE** |
| a. In the space below, identify and describe the community in which the proposed charter school will be located. (Ensure that the identified geographical area in this description is consistent with all other location-related provisions in the petition). |
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| b. In the space below, list all public schools (District and charter) operating (currently providing public education to students) in the identified geographical area that serve any of the same grade levels to be served by the proposed new charter school, as indicated on the list of schools provided by the Charter Schools Division. |
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| **EVIDENCE TABLE****(Add additional rows as needed)** |
| **Citation**  | **File Name** | **Link (optional)** | **Description of Evidence** |
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| **SECTION 2:** **FACILITIES PLAN** |
| **NARRATIVE** |
| a. In the space below, briefly describe the facilities plan for the entirety of the proposed charter school’s first term including, but not limited to, the steps the petitioner 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 District or private site’s ability to accommodate the petitioner’s enrollment projection in its first year of operation and each subsequent year until reaching full enrollment capacity. |
|  |
| **EVIDENCE TABLE** |
| **Citation**  | **File Name** | **Link (optional)** | **Description of Evidence** |
| 2.1 |  |  |  |
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| **PRIVATE SITES** |
| Is the petitioner planning to utilize a private site (i.e., non-District site) to locate the proposed charter school at any point in the proposed term?  | [ ]  Yes[ ]  No |
| If the petitioner checked “Yes,” please proceed to the next question in this section. If the petitioner checked “No,” please skip to the “DISTRICT SCHOOL SITE (Prop. 39)” table below.  |
| Has the petitioner identified (e.g., has a current site, researched a site, leased a site, etc.) any specific potential private school sites within the target community? | [ ]  Yes[ ]  No |
| If the petitioner checked “Yes,” please complete the remainder of the table below for each potential private site. If the petitioner checked “No,” please skip to the “DISTRICT SCHOOL SITE (Prop. 39)” table below. If the petitioner 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 petitioner 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 petitioner’s enrollment projection in its first year of operation and each subsequent year until reaching full enrollment capacity. 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 proposed 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 petitioner 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 petitioner’s enrollment projection in its first year of operation and each subsequent year until reaching full enrollment capacity. 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 proposed 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 petitioner intend to submit a request for use of District facilities pursuant to Education Code § 47614 (Prop.39) at any point in the proposed term?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., establishment of the proposed new charter school) within the target community (i.e., the community, as defined in the *LAUSD Policy and Procedures for Charter Schools*, that the petitioner proposes to serve) in which the proposed new charter school seeks to locate. The petitioner shall include all, but is not limited to, the below stakeholder groups in its community engagement efforts. Please describe and provide evidence of community engagement with, at minimum, each of 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
* Local District 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 and provide a record of outreach efforts specific to the proposed action and audiences reached. 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. Include in the Evidence Table below, publicly disclosable information/documentation of the 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 proposed to be offered by the charter school. 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. |
|  |
| **KEY PROGRAM(S) NOT OFFERED BY THE EXISTING SCHOOLS WITHIN THE COMMUNITY** **(if applicable)** |
| b. In the rows below, please provide a brief description of each of the key programs proposed to be offered by the charter school that 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 will the program serve? How many students are anticipated to participate?
2. How will the program 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 will and when will the proposed program be monitored?
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| **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 will the program serve? How many students are anticipated to participate?
2. How will the program 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 will and when will the proposed program 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 will the program serve? How many students are anticipated to participate?
2. How will the program 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 will and when will the proposed program be monitored?
 |
| c. In the space below, discuss the extent to which the proposed charter school’s instructional program 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** |  |  |  |
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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 (to be served by the proposed charter school (as indicated on the list of Schools Within the Community provided by the CSD).  |
|  |
| b. The petitioner may include consideration of how the current academic performance levels of the existing public schools are relevant factors for students and families exercising educational choice, and whether a new charter school is justified to meet the academic needs of students the charter school proposes to serve and to support increased student achievement in the target community. |
|  |
| c. If applicable, petitioner is encouraged to also discuss the extent to which the record of academic performance of the organization’s existing schools (including, but not limited to, California School Dashboard outcomes) establishes that a new school operated by the organization is or is not likely to meet the academic needs of students the charter school proposes to serve and support increased student achievement in the target community. |
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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. |
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| **EVIDENCE TABLE****(Add additional rows as needed)** |
| **Citation**  | **File Name** | **Link (optional)** | **Description of Evidence** |
| 6.1 |  |  |  |
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1. Please note that submission of a Letter of Intent includes a request for the list of Schools Within the Community. [↑](#footnote-ref-2)