



West Contra Costa Unified School District

REQUEST FOR FACILITIES FOR THE 2015-2016 SCHOOL YEAR **UNDER EDUCATION CODE §47614 (Proposition 39)**

Instructions for Submission:

- Complete a facilities request using this document by updating the chart or text field below each question.
- As documentation of meaningfully interested students, please have families complete the Intent to Re/Enroll Form and log all of these forms into the Meaningfully Interested Students spreadsheet found in these links or on our website (www.wccusd.net) under the 'Facilities' tab.
- Secure all of the Intent to Re/Enroll Forms and attach them to this document as Appendix I.
- Complete the Meaningfully Interested Students spreadsheet using the information from your Intent to Re/Enroll Forms and attach to this document as Appendix II. Also provide an electronic copy of the spreadsheet at the time of submission via e-mail or on a CD-R disc.
- Attach your 2015-2016 operational calendar as Appendix III.
- Submit all documents by 12:00 pm on Monday November 3, 2014 at the Office of Charter Schools* and receive verification of receipt.

Submission Checklist:

- Facilities Request Form
- Intent to Re/Enroll Forms
- Meaningfully Interested Students Form
- 2015-2016 Operational Calendar

***Charter Schools Support Office Location**

Vista High School Office, VH1
2625 Barnard St.
Richmond, CA 94806

Contact Person
Dr. Linda Delgado
510) 231-1431, X11550
510) 684-8069

**REQUEST FOR FACILITIES FOR THE 2015-2016 SCHOOL YEAR UNDER EDUCATION CODE §47614
(Proposition 39)**

- Facilities request will only be accepted if submitted on this form.¹
- Include only information requested on this form; please refrain from including extraneous information.
- Facilities request must be received by 12:00 pm on Monday, November 3, 2014
- A new or proposed new charter school may make a facilities request only if it submitted its charter petition on or before November 1 of the fiscal year preceding the year for which facilities are requested, and only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested.

Charter School Name: _____

Office Use Only

Date Submitted:
Initials:

Contact Information

Name: _____

Phone: _____

Email: _____

Fax: _____

Mailing Address: _____

1. Please complete the following tables:

Table 1: Total ADA Projections

A	B	C	D
Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
<i>(Example) K</i>	<i>50.63</i>	<i>60.15</i>	<i>72.55</i>
K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total			

¹ 5 CCR § 11969.9(c)(3) School districts may require the charter school to submit its facilities request containing the information specified in paragraphs (1) and (2) on...another form specified by the school district.

Table 2: Total In-District ADA Projections

A	B	C	D
Grade Level	<u>Actual Total</u> Prior Year (P-2)	<u>Projected Total</u> Current Year	<u>Projected Total</u> Request Year
K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total			

The following is a list of the projected **in-District ADA** (from Table 2 above) by grade level and the District school the student would otherwise attend:

School Name/Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
[School Name]													
[School Name]													
[School Name] <i>Add more rows if needed to cover all schools</i>													

2. Provide a description of the methodology used for the ADA estimates above. Please also include supporting documentation as an attachment. Title 5 CCR §11969.9, specify that a requesting charter school must determine a reasonable projection of the in-district average daily classroom attendance (ADA) for the applying school year.

[Insert response here]

3. Provide documentation of the number of in-district students meaningfully interested in attending the charter school, if relevant. Attach as APPENDIX 1 and APPENDIX 2. (Please be sure to include in your electronic copy of the application) Title 5 CCR §11969.9(c)(1)(B)(C) state that the annual request must include a description of the methodology used in making the ADA projections and if relevant, documentation of the number of in-district students meaningfully interested in attending the charter school.

4. Please indicate all WCCUSD campuses on which the Charter School is currently located. (If Charter School is not currently located on an WCCUSD campus, enter "None")

[Insert Response Here]

- 5. Provide description of the district school site and/or general geographic area in which the charter school wishes to locate.**

[Insert Response Here]

- 6. Provide information on the charter school's educational program that is relevant to the assignment of facilities.**

[Insert Response Here]

- 7. Include a copy of the charter school's 2015-2016 operational calendar. Attach as APPENDIX 3.**

- Check here if you are interested in the possibility of a long-term lease arrangement in a District facility.