

## Charter School Facility Request Form

Morgan Hill Unified School District  
(Required Form)

This is an example of a form that school districts may require charter schools to complete when requesting facilities.

**Suggested Form for Requesting School District Facilities for a Charter School Pursuant to *Education Code Section 47614* and Title 5 of the *California Code of Regulations, Sections 11969.1 – 11969.11.***

This form is provided pursuant to section 11969.9(c)(3) of Title 5 of the *California Code of Regulations*. Charter schools are encouraged to review all applicable *Education Code* and regulation sections before completing this form. Charter schools should also consult with the school district from which they are requesting facilities to determine if this, or another form, is required. Pursuant to section 11969.9(b), a facilities request must be submitted to the school district on or before November 1 of the fiscal year prior to the fiscal year for which facilities are being requested i.e., the forthcoming fiscal year).

Charter School Name: \_\_\_\_\_

Charter Authorizing Entity: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Has the charter been approved?  Yes  No

Is this a continuing or new school?  Continuing  New

Actual or anticipated date of local charter approval: \_\_\_\_\_

District from which charter school is requesting facilities: \_\_\_\_\_

Date request submitted: \_\_\_\_\_ Anticipated date of occupancy: \_\_\_\_\_

Please provide prior-year actual average daily attendance (a.d.a.), if any, the anticipated change, and the resulting a.d.a. projection for the forthcoming fiscal year by grade level (consult the regulations for definitions of each term):

Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Total a.d.a.														
Prior-Year Actual														
Change (+/-)														
Projection														
Total In-District a.d.a.														
Prior-Year Actual														
Change (+/-)														
Projection														
Total Classroom a.d.a.														
Prior-Year Actual														
Change (+/-)														
Projection														
Total In-District Classroom a.d.a.														
Prior-Year Actual														
Change (+/-)														
Projection														

Please attach the following:

- For the in-district a.d.a. and in-district classroom a.d.a. identified above, a list by grade level indicating the school in the district that the pupils are otherwise eligible to attend and the number of pupils from each school.
- A description of the methodology used for the a.d.a. projections above.
- If the charter school is initially opening in the forthcoming fiscal year, or if the charter school is projecting a substantial increase in in-district a.d.a. between the prior year and the forthcoming year, documentation of the number of in-district students meaningfully interested in attending the charter school that is sufficient for the district to determine the reasonableness of the projection, but that need not be verifiable for precise arithmetical accuracy.
- A copy of the charter school's operational calendar for the forthcoming fiscal year.
- Information regarding the district school site and/or the general geographic area in which the charter school wishes to locate.
- Information on the charter school's educational program that is relevant to the assignment of facilities, if any.