



## Arizona State Board of Education

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## **UPDATING AN EXISTING AOI - GUIDANCE DOCUMENT**

### **Minor Changes**

Making minor updates to an existing AOI may happen year round. Minor updates include:

- Changing the Name of an AOI
- Reducing the grades serviced (**EX:** from K-12 to 9-12)

Fill out the applicable form online and submit it to [inbox@azsbe.az.gov](mailto:inbox@azsbe.az.gov).

Once a confirmation from the Board is received, it must be provided to [ADE School Finance](#).

### **Major Changes**

Larger changes that deviate from the approved application may require a new application process. Such changes can include:

- Making changes to the delivery platform being utilized
- Expanding on grades serviced (**EX:** from 9-12 to 6-12)

Please email a description of the changes being proposed to [inbox@azsbe.az.gov](mailto:inbox@azsbe.az.gov).