



Arizona State Board of Education

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NEW AOI - GUIDANCE DOCUMENT

Application Periods are open for NEW AOIs from July through November 1st annually for a proposed AOI to begin operations July 1st the following fiscal year (aka school year).

EX: An Application submitted July 5, **2024** will be to begin operations on July 1, **2025**.

The Board staffer will evaluate the application for completeness only. “Completeness” means that every section has a response. However, an in-depth evaluation of the responses will not be completed at this step. This step can take up to three (3) business days for the Board staffer to complete. The Board staffer will communicate the outcome of this step with the applicant.

If the Board staffer determines that the submitted application is incomplete, the Applicant will be notified about what portion(s) were missing, that their application will be closed, and a new application will need to be submitted. Please be advised that applications cannot be submitted after November 1 of each year.

Once the Board staffer evaluation is completed, the AOI Application will be submitted to Rio Salado for substantive completeness. The application will now undergo an in-depth evaluation.

Feedback from Rio Salado’s evaluation will be provided to the applicant. The applicant may be asked to make changes or updates to the proposed plan. The applicant may also be asked to demonstrate their platform. The Board cautions that any changes and re-evaluations by Rio Salado must be completed in time to be considered by the Board at the June Board Meeting.

The Application and Rio Salado’s Evaluation will be submitted to the Board for review. The Board may choose to accept, deny, or modify the recommendation from Rio Salado regarding whether to grant or deny the AOI application.