School Site Substitution Form

Agency Name:	Grant Identification Number:	Date:

Current School(s) Closing or Restructuring

School Number	County-District-School Code	School Name	Free and Reduced-Price Meal Percentage	Program Type	Current Site Funding
1.				After School Base	
				After School Summer	
				Before School Base	
				Before School Summer	
				Equitable Access	
				Family Literacy	
2.				After School Base	
				After School Summer	
				Before School Base	
				Before School Summer	
				Equitable Access	
				Family Literacy	
3.				After School Base	
				After School Summer	
				Before School Base	
				Before School Summer	
				Equitable Access	
				Family Literacy	

Justification		
1.	**Current School Name**	**Current Principal Signature**
2.	**Current School Name**	**Current Principal Signature**
3.	**Current School Name**	**Current Principal Signature**

Proposed School(s)

School Number	County-District-School Code	School Name	Free and Reduced-Price Meal Percentage	Program Type	Proposed Site Funding
1.				After School Base	
				After School Summer	
				Before School Base	
				Before School Summer	
				Equitable Access	
				Family Literacy	
2.				After School Base	
				After School Summer	
				Before School Base	
				Before School Summer	
				Equitable Access	
				Family Literacy	

School Number	County-District-School Code	School Name	Free and Reduced-Price Meal Percentage	Program Type	Proposed Site Funding
3.				After School Base	
				After School Summer	
				Before School Base	
				Before School Summer	
				Equitable Access	
				Family Literacy	

1.	**Proposed School Name**	**New Principal Signature**
2.	**Proposed School Name**	**New Principal Signature**
3.	**Proposed School Name**	**New Principal Signature**

Prepared by	Title	Phone
Authorized Agent Name	**Authorized Agent Signature**	**Date**

For Expanded Learning Division Use Only	
Education Administrator Signature	**Date**

Instructions to complete a request for a School Site Substitution

Agency Name

- Fill in the name of the agency responsible for the fiscal management of the grant.
- Fill in the grant identification number.
- Fill in the date of the request.

Current School closing or restructuring

- Fill in the County-District-School Code.

- Fill in the entire school name.

- Fill in the most recent year's Free and Reduced-Price Meal Percentage (FRPM). Rates can be found on the Student Poverty FRPM Data web page located at https://www.cde.ca.gov/ds/sd/sd/filessp.asp.

- Check all the boxes that apply for the funding types you are receiving and requesting to transfer for this site(s).

- List all of the funding amount(s) you are receiving, and requesting to transfer for each program type.

Justification

Review the School Site Substitution criteria in the e-blast and write your justification based on how you meet the criteria to make the request to transfer funds.

- Include the number of students that will be transferred from the closing/restructured site to the proposed school site(s).

- If a 21st Century grant you will need to address how you will continue to implement the same program plan that was described and funded in your grant application for the site that was originally funded.

- Also attach a copy of the approved School Board or Charter Governing Board meeting minutes reflecting the decision to close or restructure the school.

Signatures of Current Schools

- Fill in the name of the school(s) that are closing or restructuring.

- The Principal of the currently funded site(s) that is closing or restructuring needs to sign the form; if multiple sites each Principal needs to sign the form.

Proposed Schools

- Fill in the County-District-School Code.
- Fill in the whole school name.
- Fill in the most recent year's FRPM rate.
- Check all the boxes that apply for the funding types you are requesting to receive for this site from the closed/restructured site(s).
- List all of the funding amounts you are requesting to receive for each program type from the closed/restructured site(s).

Signatures of Proposed Schools

- Fill in the name of the proposed new school site(s).
- The Principal of the proposed funded site(s) needs to sign the form; if multiple sites each Principal needs to sign the form.

Prepared By

- Whomever is filling out the form on behalf of the agency needs to sign and fill in their title.

Authorized Agent

- Fill in the name of the Authorized Agent's and signature; the Authorized Agent is whomever is fiscally responsible for the grant.