

Material Revision Supplemental Application: School Location

(updated July 2026)

This supplemental application must be completed for all material revisions requesting a location change. This form is to be completed *in addition* to the Material Revision Application. All instructions for submission of material revision requests can be found in the OCS Material Revision Handbook.

Overview

Proposed Address	
Proposed Occupancy Date	
Number of Classrooms at Proposed Address	
Maximum Student Enrollment Capacity of Proposed Address	
All Prior Historical Uses of the Proposed Location	

Required Documents

Indicate the status of each of the following in the table below. Items 1- 4 are required for all location change material revision requests. Either item 5 or 6 is required, depending on if the charter school is leasing or purchasing the building at their new location. The District may exercise latitude in enforcing these requirements for proposed locations at OUSD-owned sites.

	Submitted	In progress / pending	Not Applicable
Required for all requests			
1. Fire safety inspection	☐	☐	—
2. Blueprints or floorplan of new location	☐	☐	—
3. Certificate of occupancy	☐	☐	—
4. Completed walkthrough checklist (conducted with OCS staff)	☐	☐	—

Lease or Purchase Documentation (select one)			
5. <i>For proposed building leases:</i> Executed lease agreement, letter of intent co-signed by lessor, or other documentation demonstrating an intent to lease the proposed facility if the material revision is approved, and verification of proposed terms by lessor.	☐	☐	☐
6. <i>For proposed building purchases:</i> Deed, purchase and sale agreement, letter of intent co-signed by seller, or other documentation that demonstrates ownership or an intent to purchase the proposed facility if the material revision is approved and verification of proposed terms by seller.	☐	☐	☐
Additional Documentation (if applicable)			
7. Traffic study	☐	☐	☐
8. Environmental review	☐	☐	☐

Questions and Additional Information

Provide a written narrative response to each of the questions below, and attach any additional documentation or evidence as necessary.

1. Describe the facility needs of your school. How does your proposed facility or facilities meet those needs?

2. Attach a moving plan that includes a timeline and anticipated costs. Use the space below to describe the plan as necessary.

3. Describe any significant financial obligations and anticipated expenditures associated with the proposed facility. Attach any relevant documentation as necessary.

Acknowledgments and Affirmations

The charter school acknowledges that it must provide a certificate of occupancy, as well as documentation demonstrating compliance with Education Code section 47610 or 47610.5, no later than 30 days prior to commencing operations at the proposed facility.

The charter school acknowledges that it may not commence operations at the proposed facility unless the required documentation has been provided, except as otherwise exempted in writing by the applicable state or local agency.

The charter school further acknowledges that the interpretation, application, and enforcement of this requirement are not subject to the charter's dispute resolution process.

Through submission of the request for material revision, the charter school represents that the facility complies with the following legal requirements prior to occupying the property¹:

- Zoning: The location of the school meets local zoning requirements.
- Building Code: Each building to be used by the charter school on the site meets applicable building code requirements.
- The charter school has considered and met all requirements of the California Environmental Quality Act (i.e. proof of Environmental Review).
- The proposed site has adequate classroom space, non-classroom space and specialized teaching space for the enrollment levels to be housed at the site.
- Review and approval of the school site by the Department of Transportation if within 2 nautical miles of an airport runway (E.C. 17215).
- Asbestos Hazard Emergency Response Act (AHERA), 40 CFR part 763. AHERA requires that any building leased or acquired that is to be used as a school or administrative building shall maintain an asbestos management plan.

In addition, the Charter School represents that it has considered the California Department of Education's safety factors for school sites listed above and has taken any and all mitigation measures in light of potential risks:

- California Department of Education safety factors for school sites, including: high-voltage power lines, hazardous air emissions, railroads, high-pressure natural gas lines, gasoline lines, pressurized sewer lines and other high-pressure water pipelines, propane tanks, noise, major roadways, geological studies and soils analysis, traffic safety, and safe routes to the school.

Potential Risk	Mitigation Measure

The charter school will schedule a walk-through of the new facility with the Office of Charter Schools to take place at least two weeks in advance of the proposed date of student occupancy. Occupancy is dependent upon OUSD's approval following the walk-through.

By signing below, I certify on behalf of the charter school that the school is in compliance with all acknowledgments and affirmations stated above.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

¹ Please note, all schools should refer to and comply with all of the regulations listed on the CDE website. To download the CDE's School Site Selection Checklist, visit the CDE website.