

Substantive Change Proposal Form for Archdiocesan, Parish, and Private Schools (PK-12)

Purpose: The purpose of the substantive change process is to establish and enact the authority of the Arch/Bishop(s) of the Archdiocese of Los Angeles in matters of Catholic education as stated in Canon Law:

- to establish a working relationship with the school that protects the Arch/Bishop's responsibility and authority;
- to ensure that the school is conducting itself in a manner that exhibits not only the best and fair practices, but also the beliefs and tradition of the Catholic Church;
- to provide a process for initial and ongoing recognition and approval for accreditation;
- to maintain legal and fiscal separation between the Archdiocese and the school;
- and to protect the independent status of the School.

Process Overview

Step 1: Initiate

- Cover Letter from school's governing body with the Substantive Change Proposal Form submitted to Regional Bishop & Regional Superintendent



Step 2: Review

- The Department of Catholic Schools will review the proposal. An initial response to the proposal will be issued to the governing body of the school within a 3 month timeframe.



Step 3: Implement & Monitor

- Upon approval, the school can implement the substantive change and monitor progress.

School Information

School Name	School Address (Street, City, Zipcode)
Name of Person(s) Completing this Form	Date
Pastoral Region (Check one below)	
<input type="checkbox"/> Santa Barbara <input type="checkbox"/> San Fernando <input type="checkbox"/> San Gabriel <input type="checkbox"/> Our Lady of the Angels <input type="checkbox"/> San Pedro	
Governance (Check one below)	
<input type="checkbox"/> Archdiocesan <input type="checkbox"/> Parish <input type="checkbox"/> Private/Independent	

Part 1: Substantive Change Category (select all that apply)

Physical Campus Space (such as but not limited to...)
<input type="checkbox"/> The consolidation of a school campus <input type="checkbox"/> The merging of school campuses <input type="checkbox"/> The expansion of a school's territory
Change in Educational and/or Administrative/Organizational program (such as but not limited to...)
<input type="checkbox"/> Single sex to a coeducational; or coeducational to single sex <input type="checkbox"/> Year-round program <input type="checkbox"/> Major shift in curriculum such as Dual Language Immersion, STEM, Classical Model, Micro School, university model/co-institutional model, online program, etc.
<input type="checkbox"/> President/Principal; Head of School Model <input type="checkbox"/> Governance Model (move from parish to diocesan/diocesan to private etc.) <input type="checkbox"/> Board and/or religious sponsor
<input type="checkbox"/> Other: _____
The Significant Addition or Reduction of Grade Levels or the Number of Classes in a Current School (such as but not limited to...)
<input type="checkbox"/> Pre-School <input type="checkbox"/> Transitional Kindergarten <input type="checkbox"/> Middle School <input type="checkbox"/> High School
<input type="checkbox"/> The Establishment of a New Catholic School
<input type="checkbox"/> Any Change in the School's Name
<input type="checkbox"/> Any Change Impacting the Overall Catholic Educational Mission of the School

Part 2: Description and Analysis of Impact

1. Describe how this substantive change **aligns** with the school’s mission, philosophy, SLEs/ISOs.

2. Describe the **purpose** of the substantive change.

3. Describe the **conceptual viability** of the substantive change (how will this be operationalized).

4. Describe the **impact of the change** to the **school’s current program and constituents** (parish/es impacted by the change; school administration; parent/guardian community; alumni association)

5. Describe the **impact of the change** on **external school constituencies** (region, local deanery, parish, neighbors, or other local constituents)

6. Identify and describe any **curriculum modifications** required by the change.

7. Identify and describe the **staffing modifications** required by the change.

8. Identify and describe the **site and building modifications** required by the change.

9. Identify the **financial impact** of the change and methods to address any future financial impact.

10. Identify the **person(s) and titles** of those responsible for implementing and monitoring the substantive change.

11. Identify and describe the **process for monitoring implementation**.

12. Identify and describe the **process of communicating** this substantive change and future progress to stakeholders.

13. Describe the alignment with the school's current (or upcoming) **WCEA/WASC** Self-Study Educational Improvement Plan.

Please send this completed form with a cover letter to the Regional Bishop & the Regional Superintendent

Completed by the Department of Catholic Schools

Accepted

Not Accepted

Additional Information Needed

Reviewed by: _____

Date: _____