



# NORTHWEST FLORIDA STATE COLLEGE

## Memo

To: Governing Board for the Collegiate High School  
From: Mel Ponder, President  
Date: January 21, 2025  
Re: Collegiate High School Expanded Enrollment Capacity for 2025-2026

---

Florida Statutes § 1002.331 authorizes a high-performing charter school to increase its student enrollment once per school year. The Collegiate High School at Northwest Florida State College has maintained its status as a high-performing charter school since 2013, and, as such, the CHS Governing Board has the authority to increase the yearly enrollment capacity for each school year. For Academic Year 2025-2026, CHS requests approval to increase capacity by up to 50 students for a total of 535 students in CHS.

For context, CHS has grown in stages:

- In Academic Year 2022-2023, fulfilling the Expanding Early College and Career and Technical Education Grant through the Florida Department of Education, CHS added 50 seats to its prior 285-seat capacity to offer 9<sup>th</sup> grade at CHS specifically in an Associate in Science (A.S.) track, bringing total enrollment to 335 students.
- In Academic Year 2023-2024, the Collegiate High School expanded its enrollment capacity by 100 students, bringing total enrollment to 435 students with a few adjustments: (1) expanded 9<sup>th</sup> grade by another 50 seats to include an Associate in Arts (A.A.) track, and (2) added 50 seats to 10<sup>th</sup> grade to allow for the promotion of the first 9<sup>th</sup> grade class.
- In Academic Year 2024-2025, CHS again added 50 seats. These seats permitted the original 50 9<sup>th</sup> grade students to continue progressing from 10<sup>th</sup> to 11<sup>th</sup> grade. This change brought the total maximum enrollment of CHS to 485 students.

For Academic Year 2025-2026, CHS proposes adding an additional 50 seats. These seats will permit the 9<sup>th</sup> grade students to continue progressing from 11<sup>th</sup> to 12<sup>th</sup> grade. This change will bring the total maximum enrollment of CHS to 535 students.

There is sufficient space in the CHS buildings to accommodate this expansion, and CHS has appropriate staff to support the expansion. CHS has enclosed a breakdown of enrollment by grade level capacity for your information, which explains how seats are distributed across grade levels.

If the Governing Board approves this expansion, CHS will notify its sponsor, the Okaloosa County School District, in writing by March 1 that it intends to increase enrollment. After notification, the sponsor has 90 days to return the modified charter. The letter of notification and Charter School Contract Modification are included for your review.

### RECOMMENDATION:

The Governing Board approves the increased enrollment capacity for a total of 535 seats in Academic Year 2025-2026, as presented.