Ohio | Department of Education

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

Sponsor Assurances Guidance for 2013-2014

All sponsors must annually verify, by a site visit to each sponsored school, assurances that certain aspects of community school operations are in place [Ohio Revised Code Section 3314.19 and Ohio Administrative Code Chapter 3301-102-05]. Sponsors are required to provide these assurances in writing to the department of education not later than ten business days prior to the opening of the school in each fiscal year, or anytime a school moves or adds a facility. This guidance is provided for submitting the *2013-2014 Opening and Annual Sponsor Assurance Form.*

Sponsors are required to **electronically** submit a completed *2013-2014 Opening and Annual Sponsor Assurance Form* to their lead consultant in the Office of Community Schools, using the following naming convention: Year_Name_of_School_IRN.pdf

- Example: 2013_A_B_C_School_ 999999.pdf

The *2013-14 Opening and Annual Sponsor Assurance Form* is attached and can be accessed on our website under *How to Sponsor a Community School* at http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=662&ContentID=2321.

Notes:

- Please ensure all information in Ohio Education Directory System (OEDS-R) and the community school contact is correct and aligned with the information in the school's contract.
- Please check each item on the Sponsor Assurance Form with a check mark if the school is compliant with OAC 3301-102-05.

The form includes both required items and items that are not required to be completed. The *Items Not Required* are described elsewhere in statute and, as such, the sponsor must verify that schools comply with them but is not required to provide assurances on the form.

Please submit a signed (PDF version) of the *2013-2014 Opening and Annual Sponsor Assurance Form* at least ten business days prior to:

- the annual opening of the each school,
- the opening of a new school,
- the school moving to a new location, or
- adding a new facility.

Submit the *2013-2014 Opening and Annual Sponsor Assurance Form* to your lead consultant. If you are unsure who your lead consultant is, please see the list of OCS Sponsors and Community School Consultants on the Office of Community Schools' webpage under Community School Directory at http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?Page=2&TopicID=662&TopicRelationID=1168 Please contact your lead consultant if you have questions regarding the form or its submission.

Thank you,
Office of Community Schools