

## Nonpublic School Charter Checklist

Use this checklist to follow the steps to becoming a chartered, nonpublic school. Items below must be completed, in order to obtain a charter for operating a nonpublic/private school in the State of Ohio, per ODE requirements:

Step	✓	Tasks To Complete
1.		Send an email request to <a href="mailto:Chartered.Nonpublic.Schools@education.ohio.gov">Chartered.Nonpublic.Schools@education.ohio.gov</a> for access to complete the On-Line Tutorial, <i>How to Start a Private School in Ohio</i> . a) ___ View entire video (replay as needed) and b) ___ Complete in the OH ID system (per Ohio Administrative Code 3301-39-03, this step can only be accepted by the Ohio Department of Education from December 31- January 15 each year). You will need to create an OH ID account if you do not already have one to complete the tutorial.
2.		Finalize the school's location and establish governing board.
3.		Submit: a) ___ the <b><i>Affidavit of Intent Not to Discriminate</i></b> and b) ___ a copy of the governing board's adopted Racial Nondiscriminatory policies <u>on school letterhead</u> , with required language, to ODE.
<b><i>Wait for approval and notification to move to the next step.</i></b>		
4.		In the meantime, review the following resources from the website: a) ___ <b><i>Racial Nondiscriminatory Policies-Instructions</i></b> b) ___ <b><i>Operating Standards for Ohio Schools</i></b>
5.		Upon notice of approval, begin to develop the school's <i>Plan of Compliance</i> to align with Operating Standards for Ohio's Schools. Use the <b><i>Guide for Nonpublic Schools Seeking a Charter</i></b> as a reference for developing a plan.
6.		When completed, submit: a) ___ <i>Plan of Compliance</i> and b) ___ notarized <b><i>Report of Nonpublic School</i></b> to ODE.
<b><i>Wait for approval and notification to move to the next step.</i></b>		
7.		Address any non-compliance in the plan identified by ODE to satisfy requirements. Upon resolving all non-compliance issues, an onsite visit can be arranged toward reaching <i>Letter of Approval Status</i> .
8.		A <i>Conditional Charter</i> to operate will be issued as well as an Individual Request Number (IRN), <b><i>if</i></b> all compliance areas met. The Conditional Charter expires three years from date issued to the school.
9.		Prior to three years from Conditional Charter, schedule final site visit to review Operating Standards compliance.
10.		Following visit, ODE will notify the school outlining all non-compliance areas to be addressed by the school.
11.		The charter will be issued to the nonpublic school, upon compliance to all outstanding issues.

***Bold-italicized*** items on this checklist indicate items that may be found online at [www.education.ohio.gov](http://www.education.ohio.gov) (from the School Options tab, select Chartered Nonpublic (Private) Schools).

Schools have a total of three years from the issue of the conditional charter to become fully chartered. If not completed within the allotted three years, the school must begin the chartering process again.

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