

**Office of Quality School Choice  
2016-2017 Sponsor Opening Assurances  
ORC 3314.19 & OAC 3301-102-05**

Sponsors are required to submit assurances annually for each of their schools at least ten business days prior to any of the following occurrences. Please check all that apply:

- First day of instruction in the current academic year
- Change of location
- Addition of a new facility

Date of sponsor visit to school:

Please list first day of instruction for 2016-2017 school year:

Name of Sponsoring Organization:

School IRN:

School Name: (Fill out a separate form for each facility associated with this school's IRN.)

School's Website:

School Leader's Name:

School Leader's Phone Number:

School Leader's Email Address:

Treasurer's Name:

Treasurer's Phone Number:

Treasurer's Email Address:

OEDS-R Administrator's Name:

OEDS-R Administrator's Phone Number:

OEDS-R Administrator's Email Address:

Physical Street Address

City, State

Zip Code

County:

School Building Phone Number:

School Email (if applicable):

School Fax Number:

Mailing Address (if different from above):

City, State

Zip Code

County:

How many facilities/locations are associated with this school's IRN?

Please list all facilities/locations associated with this school's IRN.

Grade levels permitted per contract:

For facility/location listed above, list the grade levels served:

**In accordance with ORC 3314.19, please provide the following assurances:**

By checking the "I agree" box, you attest to the following:

The sponsor has conducted a pre-opening site visit prior to the school opening for the 2016-2017 school year.

I agree

A current copy of the contract between the sponsor and the governing authority of the school entered into under section 3314.03 of the Revised Code and any subsequent modifications is on file with the Office of Quality School Choice.

I agree

The sponsor has a copy of the school's plan for providing special education and related services to students with disabilities and the school has demonstrated the capacity to provide those services in accordance with Chapter 3323. of the Revised Code and federal law.

I agree

The school has a plan and procedures for administering the achievement tests and diagnostic assessments as prescribed by sections 3301.0710, 3301.0712 and 3301.0715 of the Revised Code.

I agree

The school personnel have the necessary training, knowledge, and resources to properly use and submit information to all databases maintained by the department for the collection of education data, including the Education Management Information System (EMIS) and its subsystem ODDEX established under section 3301.0714 of the Revised Code in accordance with methods and timelines established under section 3314.17 of the Revised Code.

I agree

All required information about the school has been entered/updated in the Ohio Education Directory System (OEDS-R) or any successor system.

I agree

The school has enrolled at least 25 students for the 2016-2017 school year, the minimum number of students required by division (A)(11)(a) of section 3314.03 of the Revised Code.

I agree

All classroom teachers are licensed in accordance with sections 3319.22 to 3319.31 of the Revised Code, except for non-certificated persons engaged to teach up to twelve hours per week pursuant to section 3319.301 of the Revised Code.

I agree

The school's fiscal officer is in compliance with section 3314.011 of the Revised Code.

I agree

The school has complied with sections 3319.39 and 3319.391 of the Revised Code. The school has on file both BCI and FBI criminal records checks for all licensed and unlicensed employees including private contractors providing on and offsite student services and that the school has conducted a criminal records check of each of its governing authority members.

I agree

The school holds all of the following:

Proof of property ownership or a lease for the facilities used by the school;

I agree

A certificate of occupancy;

I agree

Liability insurance for the school, as required by division (A)(11)(b) of section 3314.03 of the Revised Code, that the sponsor considers sufficient to indemnify the school's facilities, staff, and governing authority against risk;

I agree

A satisfactory health safety inspection (or school environmental health and safety inspection form);

I agree

A satisfactory fire inspection;

I agree

A valid food permit, if applicable;

I agree

Not Applicable

The school has designated a date it will open for the 2016-2017 school year that is in compliance with division (A)(25) of sections 3314.03 of the Revised Code.

I agree

The school has met all of the sponsor's requirements for opening and any other requirements of the sponsor.

I agree

**Note:** Please fill out the next section if your school operates using a blended learning model. If the following section does not apply to your school, please select “Not Applicable” for each of the statements below.

If the school operates using the blended learning model as defined in section 3301.079 of the Revised Code, the sponsor has reviewed the following information, submitted by the school:

An indication of what blended learning model or models will be used;

I agree

Not Applicable

A description of how student instructional needs will be determined and documented;

I agree

Not Applicable

The method to be used for determining competency, granting credit, and promoting students to a higher grade level;

I agree

Not Applicable

The school’s attendance requirements, including how the school will document participation in learning opportunities;

I agree

Not Applicable

A statement describing how student progress will be monitored;

I agree

Not Applicable

A statement describing how private student data will be protected;

I agree

Not Applicable

A description of the professional development activities that will be offered to teachers.

I agree

Not Applicable

**In addition to the assurances required by ORC 3314.19, please attest to the following:**

The sponsor has conducted a pre-opening site visit prior to any time a school opens a new facility or changes locations.

I agree

The school is in compliance with ORC 3313.536 regarding School Emergency Plans.

I agree

The school has submitted five-year projections of operational revenues and expenditures pursuant to rules adopted by ODE and the Auditor of State.

I agree

The Sponsor has monitored and evaluated the school's short and long term financial stability and viability and has a plan to assume operation of its sponsored schools to complete the 2016-2017 school year if necessary.

I agree

By signing, I attest that I have reviewed the above information and it is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Sponsor Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

This form can be signed by hand or electronically by clicking "Fill & Sign" in the toolbar. Once clicked, options will appear. Click "Place Signature" and a new box will appear. You can create a new electronic signature or add an existing password protected signature.



## Submission Instructions:

Sponsors are required to electronically submit a completed 2016-2017 Sponsor Opening Assurance Form to Epicenter following the process below:

1. Log onto Epicenter at <http://epicenternow.org/>.
2. Click the **Sign In** link at the top of the screen.
3. Enter your username and password.
4. Click **Document Center**.
5. On the Document Center page, click the **Submission Upload** button.
6. For Entity Type, select school.
7. For Submission Type, select Sponsor Assurance Form.
8. For Entities, select the appropriate school by checking the box next to the school name.
9. Enter in required information.
10. Click **Upload New File** button to upload your document.
11. (Optional) Type a brief message to the reviewer.
12. Click Submit.

The Office of Quality School Choice and your consultant will use this site to access your submissions. If you have additional questions that have not been addressed, or if you are unable to view any of the information described above, please contact your lead consultant.

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