

## 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 survey provided in same email with tutorial.
2.		Finalize the school's location and establish governing board.
3.		Submit: a) ___ the <i>Affidavit of Intent Not to Discriminate</i> 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) ___ <i>Racial Nondiscriminatory Policies-Instructions</i> b) ___ <i>Operating Standards for Ohio Schools</i> c) ___ <i>Guide for Nonpublic Schools Seeking a Charter</i>
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 <i>Guide for Nonpublic Schools Seeking a Charter</i> as reference for developing plan.
6.		When completed, submit: a) ___ <i>Plan of Compliance</i> and b) ___ notarized <i>Report of Nonpublic School</i> 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>Letter of Approval</i> (LOA) to operate will be mailed and an Individual Request Number (IRN) will be issued, <b>if</b> all compliance areas met. LOA expires four years from date issued.
9.		Once in operation and prior to requesting final chartering, the school must publish its Racial Nondiscriminatory Policy and solicit complaints (see <i>Racial Nondiscriminatory Policies</i> instructions and <i>Solicitation of Complaints</i> forms found online for details and requirements.
10.		Once ads have run for the required amount of time, the school must obtain a notarized <i>Proof of Publication</i> from each publication and mail to ODE.
11.		Three years from LOA, schedule final site visit to review Operating Standards compliance.
12.		Following visit, ODE will mail notification outlining all non-compliance areas to be addressed by the school.
13.		The charter will be issued to the nonpublic school, upon compliance to all outstanding issues.

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

***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 Private Schools and Receiving a Charter.)