

## PROCEDURES FOR ADDING GRADE LEVELS TO A CHARTERED NONPUBLIC SCHOOL

- A. Notify either your association whose standards have been approved by the Ohio Department of Education (ODE) or ODE, Office of Nonpublic Educational Options of your intent to add grade level (s). If notifying the Ohio Department of Education, contact the chartering office toll free at (877)-644-6338 or send an email to [Chartered.Nonpublic.Schools@education.ohio.gov](mailto:Chartered.Nonpublic.Schools@education.ohio.gov).
- B. Please provide specific evidence for the items listed below:
  - i. All courses of study that include objectives (curriculum) for the grade level(s) being added
  - ii. Information requested on the enclosed **Adding Grade Levels to a Chartered Nonpublic School Form**
  - iii. A copy of your current charter
- C. **Reminder: the school must meet either the Association Standards approved by ODE or the 2001 Operating Standards for Ohio's Schools.**
- D. An **onsite visit** by a representative from your association or the Ohio Department of Education maybe conducted.
- E. When a representative from your association or the Ohio Department of Education validates the items listed above in section B, the following action will be taken:

A recommendation will be submitted to the Superintendent of Public Instruction that a school charter be issued, pursuant to authority delegated by the State Board of Education to the Superintendent on July 9, 1986 and October 18, 2001.

**Subsequent to the action of the superintendent, a charter will be mailed to the school.**

### Adding Grade Levels to a Chartered Nonpublic School Form

School Name \_\_\_\_\_ Date \_\_\_\_\_  
 School IRN# \_\_\_\_\_ County \_\_\_\_\_  
 School Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
 Name of Public District School is located in \_\_\_\_\_  
 Principal's First and Last Name (Print) \_\_\_\_\_  
 Principal's Signature \_\_\_\_\_

**BACKGROUND INFORMATION:** Date of Signature \_\_\_\_\_

- Enrollment at conclusion of most recent school year: \_\_\_\_\_
- Anticipated Enrollment for upcoming school year \_\_\_\_\_

**REQUEST:**

Our current charter includes grades \_\_\_\_\_ TO \_\_\_\_\_  
 It is requested that grade(s) \_\_\_\_\_ be added to our school charter.

*Please indicate on the chart below the number of students who are expected to be enrolled in each new grade of this nonpublic school by September 1 of the upcoming school year.*

School Year	Indicate New Grade Level Below (list one grade level per row)	Expected Number of Students
20__ - 20__		
20__ - 20__		
20__ - 20__		
20__ - 20__		
20__ - 20__		

*Please send this completed packet and form to your association WHOSE STANDARDS ARE ODE-Approved OR directly to ODE at the address listed below:*

Ohio Department of Education  
 Office of Nonpublic Educational Options  
 25 S. Front Street, MS 309  
 Columbus, Ohio 43215-4183