

**Office of Community Schools
2014-2015 Authorizer Opening Assurances
ORC 3314.19 & OAC 3301-102-05**

Authorizers are required to submit assurances annually for each of their schools at least 10 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 authorizer visit to school:

Please list first date of instruction for the 2014-2015 school year:

Name of Authorizing Organization:

School IRN

School Name (Note: a separate form is needed for each facility associated with this school IRN):

School's Website:

School Leader's Name:

School Leader's Phone Number:

School Leader's E-mail Address:

Treasurer's Name:

Treasurer's Phone Number:

Treasurer's E-mail Address:

OEDS-R Administrator's Name:

OEDS-R Administrator's Phone Number:

OEDS-R Administrator's E-mail Address:

Physical Street Address:

City, State

Zip Code

County

School Building Phone:

School E-mail (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 IRN?

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

Grade levels permitted per contract:

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

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

The authorizer has conducted a pre-opening site visit prior to the school opening for the 2014-2015 school year and any time the school opens a new facility or changes locations;

I agree.

A copy of the community school's current contract and any subsequent modifications is on file with the Office of Community Schools;

I agree.

The authorizer 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's 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 SOES 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; Note: OEDS-R has fields for governing authorities' names and operator/management company identification which should be completed;

I agree.

The school has enrolled at least 25 students for the 2014-2015 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 on file both BCII 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 authorizer considers sufficient to indemnify the school's facilities, staff, and governing authority against risk;

I agree.

A satisfactory health and safety inspection;

I agree.

A satisfactory fire inspection; and,

I agree.

A valid food permit, if applicable.

I agree.

The school has submitted both its Safety plan and Floor plan pursuant to section 3313.536 of the Revised Code;

I agree.

The school has designated a date it will open for the 2014-2015 school year that is in compliance with division (A)(25) of section 3314.03 of the Revised Code; and,

I agree.

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

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.

Authorizer Representative Sign, Print, Date

This form can be signed by hand or electronically by clicking "Sign" in the toolbar. On the right column of the screen options will appear, click "Place Signature", then draw a signature box where you want to sign the form. A new box will appear where you can create a new electronic signature or add an existing password protected signature.

By checking the box below, you agree to submitting a revised copy of this form to the Ohio Department of Education no later than the 15th of the following calendar month with the board chair's signature.

I agree

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

Authorizer Board Chair Sign, Print, Date

This form can be signed by hand or electronically by clicking "Sign" in the toolbar. On the right column of the screen options will appear, click "Place Signature", then draw a signature box where you want to sign the form. A new box will appear where you can create a new electronic signature or add an existing password protected signature.

Submission Instructions:

Authorizers are required to electronically submit a completed 2014-2015 Authorizer Opening Assurance Form to the ODE Document Exchange in SAFE using the following format: 2015_Name of School_IRN.

1. Log into your SAFE account here: <https://safe.ode.state.oh.us/portal/>.
2. Click "Collaboration Center".
3. Click "ODE Document Exchange".
4. Click "Documents to ODE".
6. Upload by clicking the "Add Document" button.

The Office of Community Schools and your consultant will use this site to access your submissions. If you have additional questions that I have not addressed, or if you are unable to view any of the information described above, please contact sarah.jantausch@education.ohio.gov

Ohio Department of Education, Office of Community Schools
25 South Front Street, Mail Stop 307,
Columbus, Ohio 43215-4183
Telephone (614) 466-7058, Fax (614) 466-8506
www.ode.state.oh.us