ADDING AN ANNEX OR IRN TO A CHARTERED NONPUBLIC SCHOOL

Notify either your association whose standards have been approved by the Ohio Department of Education (ODE) or ODE, Quality School Choice and Funding, Nonpublic Educational Options of your intent to add an annex to a chartered nonpublic school. An annex is a building separate from the main building located within the same public school district. If notifying the Ohio Department of Education, contact Myesha R. Atley at (614) 644-0761 or toll free at (877) 644-6338.

A. Complete the attached school information form.

B. An onsite visit by a representative from your association or the Ohio Department of Education maybe conducted.

C. Please provide specific evidence for the items listed below:

- ☐ A fire inspection report for the school annex dated within the last twelve months.
- ☐ An environmental health inspection report for school annex dated within the last twelve months.

D. An up-to-date Plan of Compliance demonstrating current compliance with Operating Standards.

E. Completion of the Racial Nondiscriminatory process (can combine the two advertisements: advertisement of policies, solicitation of complaints.)

F. Subsequent to receipt of all items listed above, a letter acknowledging the addition of a school annex to the chartered nonpublic school will be sent.

Ohio | Department of Education

ADDING AN ANNEX OR IRN TO A CHARTERED NONPUBLIC SCHOOL

School Name _____ Date _____

School IRN# _____ County _____

School Address _____

City _____ Zip _____

E-Mail Address _____

Phone Number _____ Fax Number _____

Name of Public School District Where Nonpublic School is Located _____

Signature of Person Completing Form _____

Title _____

Annex Name _____

Annex Address _____

City _____ Zip _____

Public School District in which the Annex is located _____

Please send the 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
Quality School Choice and Funding
Myesha R. Atley, Nonpublic Educational Options Consultant
25 S. Front Street, MS 309
Columbus, Ohio 43215-4183