

It is REQUIRED that the following items be submitted to the appropriate offices as outlined below, to meet your request :

- Completed **Chartered Nonpublic School Change of Ownership AND/OR Change of Location Form** (attachment to be sent to ODE)
- Explanation of change on NEW School letterhead ([Send to Ohio Shared Services](#))
- New W-9 form ([Send to Ohio Shared Services](#))
- Vendor Information Form (OBM 5657) ([Sent to Ohio Shared Services](#))

An onsite visit by a representative from your accrediting association or the Ohio Department of Education will be conducted. Please contact your association or ODE to schedule the visit and provide specific evidence for the items listed below:

- A fire inspection report dated within the last twelve months;
- An environmental health inspection report dated within the last twelve months;
- A list of teachers names, date of birth, teaching license/certificate number and date of most recent criminal background checks;
- Completed racial nondiscriminatory advertisements and solicitation of complaints;
- Proof of ownership; and
- Copy of current charter.

### REMEMBER

Please send the completed **Chartered Nonpublic School Change of Ownership AND/OR Change of Location Form** to your association WHOSE STANDARDS ARE ODE-Approved or directly to ODE at the address below. (Ohio Shared Services documents should not be forwarded to ODE.)

Ohio Department of Education  
Nonpublic Educational Options  
Myesha R. Atley, Education Consultant  
25 S. Front Street, MS 309  
Columbus, Ohio 43215-4183

## Chartered Nonpublic School Change of Ownership AND/OR Change of Location Form

Notify either your association whose standards have been approved by the Ohio Department of Education (ODE) or Quality School Choice and Funding, Nonpublic Educational Option Programs of your intent to change ownership or location of your Chartered Nonpublic School.

**CURRENT CHARTER SCHOOL INFORMATION**

|  |  |       |
|--|--|-------|
| School Name _____  | IRN#   | _____ |
| Effective Date of School Ownership/Location Change _____ | _____  |       |
| School Address _____                                     | _____  |       |
| City _____   | State  | Zip   |
| County _____   | E-mail Address _____   |       |
| Phone Number _____                                       | Fax Number _____   |       |
| Principal's Full Name _____                              | _____  |       |
| Principal's Signature _____                              | _____  |       |
| Date of Signature _____                                  | Phone _____  |       |
| Grades Served _____                                      | Name of Public School District in which<br><b>CURRENT</b> school building is located _____ |       |

Mark type of change below:

|  |                        |       |
|--|------------------------|-------|
| <input type="checkbox"/> Request Change of Ownership Information |                        |       |
| Former Owner _____   | New Owner              | _____ |
| Date of Change _____   | Federal Tax ID#        | _____ |
| Signature _____  | School Board President | _____ |
|  | Date Signed            | _____ |

|   |       |     |
|---|-------|-----|
| <input type="checkbox"/> Request Change of School Location Information              |       |     |
| New Location _____  |       |     |
| School Address _____  | _____ |     |
| City _____  | State | Zip |
| Name of Public School District in which <b>NEW</b> school building is located _____ |       |     |