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, Quality School Choice and Funding, Nonpublic Educational Options Program of your intent to add grade level(s). If notifying the Ohio Department of Education, contact Myesha R. Atley toll free at (877)-644-6338.

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

   i. All courses of study that include objectives 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.

Ohio | Department of Education

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 _____

Signature of Person Completing Form _____

Title _____

BACKGROUND INFORMATION:

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