

Report of a Nonpublic School Instructions

SECTION I

Place the school name and IRN number on the top line of the Report form.

Admissions:

- Enrollment: Enter the grade levels offered by your charter.
- Total number of students: Enter the total number of all K-12 students enrolled.
- Use the Race/Ethnic Category list to input data for each student enrolled.

Employment:

- Licensed staff members: includes teachers, administrators with license certificates to teach and provide primary instruction of students or supervision of teachers.
- Support staff members: include any employees that work in the school to support programs or the welfare of students, i.e., teacher aides, school secretary, cafeteria staff, janitorial staff.
- Total: enter all employees of school in each category.

The RACE/ETHNIC Category list should be on all admission and employment applications to allow parent or employee choice of designation. The option not to designate a race/ethnic category should also be available. For the purpose of this report, however, the school administration MUST make the designation of race/ethnic category for each student/employee.

SECTION II

Records:

- The orderly acquisition, storage and retention of school records are essential for the overall efficient and
 effective operation of a school. Some records must be permanently maintained; all past and present enrolled
 student files with their original admission forms and all past and present employee files with their original
 applications. Any non-accepted or non-enrolled student admission forms or employment application of those
 not hired must be filed for two fiscal years. (Ohio Revised Code (ORC) 149.41)
- As required in Sections 3301-39-01 to 3301-39-04 of the Ohio Administrative Code (OAC), the Racially Nondiscriminatory Compliance Policy must be on all of these documents. The option to self-designate race/ ethnic category must be given.
- Please check all areas where the race/ethnic category information is maintained.

SECTION III

Public School Districts:

 List all public school districts where enrolled students reside. If you have downloaded this form from the ODE Web page, you may add cells to the table. Use additional sheets to list districts if needed.

SECTION IV

Affiant:

• Complete the information in this section before a Notary Public to affirm that the information contained in Sections I through III is accurate.

Side Form Information (running down right side of page three): All contact information must be completed.

Please mail the *Report of a Nonpublic School* form to:

Ohio Department of Education
Office of Nonpublic Educational Options
Attn: Myesha Atley, Educational Consultant
25 South Front Street, Mail Stop 309
Columbus, Ohio 43215



Report of a Nonpublic School

To be complete	ed and submitted by a nor	npublic school seekir	ng to becom	e chartered.					
SECTION	N I								
NAME	OF NON-PUBLIC SO	CHOOL							
GRAD	E LEVELS SERVED	(K-12)							
1.	ADMISSIONS:	(Indicate student b	ody enrollm	enrollment and race/ethnic composition)					
	Enrollment	Total # of Students	Black	White	Hispanic	Asian/Pacific Islanders	American Indian/Alaskan	Multi-Racial	
2.	EMPLOYMENT:	(Indicate employm	ent of staff b	by race/ethni	c composition)			L	
	Classification	Total # of Employees	Black	White	Hispanic	Asian/Pacific Islanders	American Indian/Alaskan	Multi-Racial	
	Certificated								
	Support								
	Total								
	RACE/ETHNIC (CATEGORY :	Parents m	ust have the	e option to design	ate the category			
	White/Non-Hispanic			Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East					
	Black/Non-Hispanic	Person having origins in any of the black racial groups in Africa							
	Asian/Pacific Islanders	Persons having origins in any of the original peoples of Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands, and Samoa							
	American Indian/Alask	an Nativo	Persons having origins in any of the original peoples of North America, and who ma			who maintain			

cultural identification through tribal affiliation or community recognition

Persons having origins in two or more of the above options

Multi-racial

American Indian/Alaskan Native



Report of a Nonpublic School

SECTIO	II NC				Name of School	
3.	RECORDS	S MAINTAINE	NED Is racially identifiable information maintained on: (check all that apply)			
	Applicati	ion for enrollment?	Scholarships/fee waivers?	Employment?	<u>o</u>	
	Enrolled	pupils?	Employees?	Other?		
SECTIO	ON III					
4.	Please list pub	blic school districts	from which you enrolled pupils (Use addition	al paper if needed)		
	1. 2		2.	3.		
	4.		5.	6.	Contac	
	7.		8.	9.	Contact Person	
SECTIO	ON IV					
5.	AFFIANT					
	Now comes the	affiant,				
		_	Authorized Represen	tative	E-Mail	
	And saith:	1. He/she is			E-Mail Address	
			Title/Position		<i>o</i>	
	Name, Address, Zip, Telephone of Nonpublic School					
		2 All of the infer	mation submitted in the "PEDORT OF A NON	IDIDIC SCHOOL' is accurate and correct		
	All of the information submitted in the "REPORT OF A NONPUBLIC SCHOOL' is accurate and correct Further saith					
	Ot-tf Oh:-	the affiant not _	Affiant's Signatur	<u> </u>	_	
	State of Ohio County of		Affiant's Signatur	е	Phone Number	
	Affirmed/sworn to and subscribed before me, a Notary Public,					
	This		day of	, 20	<u></u>	
RETURN TO: Ohio Departme	nt of Education					
Attention: Myes	ublic Educational Opt sha Atley, Education eet, Mail Stop 309 o 43215-4183	cions Consultant		Notary Public Signature		