

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 or send an email to Chartered.Nonpublic.Schools@education.ohio.gov.

A. Complete the attached school information form.

months.

- 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
- 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.



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School Name			Date	
School IRN#	(County		
School Address				
City			Zip	
E-Mail Address				
Phone Number	Fax Number			
Name of Public Sch	ool District Where Nonpublic Schoo	l is Located		
Prin	cipal's First and Last Name (Print)			
	Principal's Signature			
	Date of Signature	_		
Annex Name				
Annex Address				
City			Zip	
Public School Distri	ct 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 Nonpublic Educational Options Myesha R. Atley, Education Consultant 25 S. Front Street, MS 309 Columbus, Ohio 43215-4183