

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
25 S. Front Street, MS 309
Columbus, Ohio 43215-4183



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 CURRENT 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#	_____
		School Board President	_____
Signature	_____	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 NEW school building is located			