

## Office of Community Schools

# 2017-2018 Sponsor Opening Assurances

**Ohio Revised Code 3314.19 and  
Ohio Administrative Code 3301-102-05**

Please complete a separate form for each facility associated with this school's IRN.

Date of visit to school facility:

School Name and Facility Address:

## Instructions

[State law](#) requires the sponsor of each community school to annually provide written opening assurances to the Ohio Department of Education no later than **10 business days** prior to the opening of the school. The opening of the school includes the first day of instruction for the current academic year, a change of school location, or the opening of a new or additional facility for the school.

Please complete all applicable sections.

- Complete Section I for all schools.
- Complete Section II if your school operates using a blended learning model as defined by Ohio Revised Code (ORC) 3301.079.
- Complete Section III if the school operates a dropout and prevention model.

All sponsors must sign the attestation on the last page of the opening assurances. Instructions for filing are included at the end of the document.

## Sponsor Information

Please check all that apply:

- ☐ First day of instruction in the current academic year
- ☐ Change of location
- ☐ Addition of a new facility

First day of instruction for 2017-2018 school year

Sponsor Name	<input type="text"/>
Sponsor IRN	<input type="text"/>
School Name	<input type="text"/>
School IRN	<input type="text"/>
School Superintendent	<input type="text"/>
Superintendent's Telephone Number	<input type="text"/>
Superintendent's Email Address	<input type="text"/>

---

## School Information

School's Website

School's Physical Street Address

City, State

Zip Code

County

School Building Main Telephone Number

School Email (if applicable)

School Fax Number

Mailing Address (if different from facility address)

City, State

Zip Code

County

Are there multiple facilities/locations associated with this school IRN?

☐

Yes

☐

No

If yes, please list all facilities/locations associated with this school's IRN and grade levels served at each location.

Grade levels authorized per contract:

OEDS Administrator's Name:

OEDS Administrator's Email Address:

---

## School Operator/Management Company Services

Does the school contract with an operator or management company? (See ORC 3314.02 (A)(8) for definition of operator.)

☐

Yes

☐

No

***If the school contracts with an operator or management company, please complete all questions in the School Operator/Management Company section.***

Operator or Management Company Name:

Operator or Management Company IRN:

Operator or Management Company EIN:

Please indicate whether the school's operator is a charter management organization (CMO), an education management organization (EMO) or another type of organization.

- **Charter Management Organization (CMO)** – A nonprofit organization that operates or manages two or more charter schools (i.e., either through a contract with the charter schools or as the charter holder) linked by centralized support, operations and oversight.
- **Education Management Organization (EMO)** – A for-profit entity that contracts with new or existing public school districts, charter school districts and charter schools to manage charter schools by centralizing support, operations and oversight.
- **Other** – An organization that is not a CMO or EMO and that provides management services to one or more charter schools.

☐ The operator is a **charter management organization (CMO)**.

☐ The operator is an **education management organization (EMO)**.

☐ The operator is an **other type of organization**.

---

## SECTION I

## ASSURANCES

In accordance with ORC 3314.19, please provide assurances by answering yes or no to the following. If the answer to a question is no, please provide an explanation.

The pre-opening site visit occurred prior to the school opening for the 2017-2018 school year.

☐ Yes ☐ No

Comments/Explanation

A current copy of the contract (including all amendments or addendums) between the sponsor and the governing authority of the school entered into under ORC 3314.03 has been submitted to the Office of Community Schools.

☐ Yes ☐ No

Comments/Explanation

**The sponsor has received a copy of the school's plan for providing special education and related services to students with disabilities and the school has demonstrated the capacity to provide those services in accordance with ORC 3323 and federal law.**

☐ Yes ☐ No

Comments/Explanation

**The school has a plan and procedures in place for administering the achievement and diagnostic assessments prescribed by ORC 3301.0710, 3301.0712 and 3301.0715.**

☐ Yes ☐ No

Comments/Explanation

**The school personnel have the necessary training, knowledge and resources to properly use and submit information to all databases maintained by the Department for the collection of education data, including the Education Management Information System (EMIS) and its subsystem, ODDEX, established under ORC 3301.0714 in accordance with methods and timelines established under ORC 3314.17.**

☐ Yes ☐ No

Comments/Explanation

**All required information about the school has been entered/updated in the Ohio Educational Directory System (OEDS) or any successor system.**

☐ Yes ☐ No

Comments/Explanation

**The sponsor has verified the school has enrolled at least 25 students for the 2017-2018 school year, the minimum number of students required by division (A)(11)(a) of ORC 3314.03.**

☐ Yes ☐ No

Comments/Explanation

**All classroom teachers are licensed in accordance with ORC 3319.22 to 3319.31, except for non-certificated persons engaged to teach up to 12 hours per week pursuant to ORC 3319.301.**

☐ Yes ☐ No

Comments/Explanation

**The school's fiscal officer is in compliance with ORC [3314.011](#). (Please review ORC 3314.011 carefully and ensure the school has a designated fiscal officer that is either: a) employed under a contract with the governing authority of the school; or b) the governing authority adopted a resolution waiving the requirement and the sponsor approved the resolution.)**

☐ Yes ☐ No

Please explain which option applies to this school.

Fiscal Officer's (Treasurer's) Name

Treasurer's License Number and Expiration Date of License

Fiscal Officer's Telephone Number

Fiscal Officer's Email Address

**The school has complied with ORC 3319.39 and 3319.391. The school has on file both BCI and FBI criminal records checks for all licensed and unlicensed employees, including private contractors providing on- and off-site student services and that the school has conducted criminal records checks of each of its governing authority members.**

☐

Yes

☐

No

Comments/Explanation

**The school must provide evidence of all the following to the sponsor.**

**Evidence of property ownership or a lease for the facilities used by the school.**

☐

Yes

☐

No

**Please explain which circumstance applies to this school, including the lender's or lessor's name and the term of the mortgage or lease.**

**A certificate of occupancy.**

☐

Yes

☐

No

**Please indicate the date the certificate of occupancy was issued.**

**Proof of liability insurance for the school, as required by division (A)(11)(b) of ORC 3314.03; and the sponsor agrees that the liability insurance is sufficient to provide for the potential liability of the school**

☐

Yes

☐

No

Please include carrier name, term of policy and expiration date.

**A satisfactory health safety inspection (or school environmental health and safety inspection form)**

☐

Yes

☐

No

Please indicate date of inspection.

**A satisfactory fire inspection. If the fire inspection resulted in any findings or required corrective actions, please describe those findings or corrective actions and provide dates and information that each identified item was corrected.**

**(Fire inspection must be conducted annually in coordination with local jurisdictions. A satisfactory fire inspection must be completed within the current school year.)**

☐

Yes

☐

No

Please include date of inspection or additional comments/explanation.

**If offering food services, a valid food permit.**

**(Schools and sponsors must adhere to all state and federal requirements.)**

☐

Yes

☐

Not Applicable

Comments/Explanation

**In addition to the assurances required by ORC 3314.19, please attest to the following:**

**The sponsor has conducted a pre-opening site visit prior to any time a school opens a new facility or changes locations.**

☐

Yes

☐

No

If no, please explain.



**The school is in compliance with ORC 3313.536 regarding School Emergency Plans.**

☐ Yes ☐ No

If no, please explain.

**The school has submitted five-year projections of operational revenues and expenditures in accordance with OAC 3301-92-04 and pursuant to rules adopted by the Department and the Auditor of State.**

☐ Yes ☐ No

If no, please explain.

**The sponsor has monitored and evaluated the school's short- and long-term financial stability and viability and has a plan to assume operation of its sponsored schools to complete the 2017-2018 school year if necessary.**

☐ Yes ☐ No

If no, please explain.

**The school has met all the sponsor's requirements for opening and any other requirements of the sponsor.**

☐ Yes ☐ No

If no, please explain and list additional requirements and status of compliance.

---

## SECTION II

### Blended Learning

Does the school plan to utilize a blended learning model, as defined in ORC 3301.079, during the 2017-2018 school year?

☐ Yes ☐ No

*If yes, please complete all questions in the blended learning section if this school operates using one or more **blended learning models**. If your answer is no, you may skip this section. Please see the Department's guidance regarding blended learning [here](#).*

**Has the sponsor approved all blended learning model or models that will be used by the school during 2017-2018?**

☐ Yes ☐ No

Comments/Explanation

**Please indicate and describe all blended learning model or models that will be used by the school. Please list specific page numbers within the community school contract, education plan and or addendums to the contract where the description of blended learning model or models used by the school may be found. (See Ohio Department of Education guidance regarding House Bill 2 and blended learning models [here](#).)**

**Does the sponsor-school contract executed under ORC 3314.03 include a description of how student instructional needs will be determined and documented?**

☐ Yes ☐ No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe how the school will assess, document and address students' instructional needs.

**Has the sponsor reviewed and approved the method to be used for determining competency, granting credit and promoting students to higher grade levels?**

☐ Yes ☐ No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe the method to be used by the school for determining competency, granting credit and promoting students to higher grade levels.

**Has the sponsor reviewed and approved the school's attendance policy, including how the school will document participation in learning opportunities?**

☐ Yes ☐ No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe the school's attendance requirements, including how the school will document participation in learning opportunities.

**Has the sponsor reviewed statements describing how student progress will be monitored?**

☐ Yes ☐ No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe how student progress will be monitored by the school.

**Has the sponsor reviewed policies and procedures that describe how private student data will be protected?**

☐ Yes ☐ No

Please list specific page numbers within the community school contract, education plan contract addendums or policies that describe how private student data will be protected by the school.

**Has the sponsor reviewed a description of the professional development activities that will be offered to teachers?**

☐ Yes ☐ No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe the professional development activities that will be offered to teachers by the school during the 2017-2018 school year.

**I, sponsor of the above community school, affirm that the school meets all requirements to operate using a blended learning model.**

☐ Yes ☐ No

**I, sponsor of the above community school, affirm that the current community school contract submitted to the Department includes all requirements listed above for the school to operate using a blended learning model.**

☐ Yes ☐ No

**I, sponsor of the above community school, affirm that the community school has submitted a blended learning declaration to operate using a blended learning model.**

☐ Yes ☐ No

If you answered no to any of the above affirmations regarding requirements related to this school utilizing blended learning, please provide an explanation here.

---

### SECTION III

## Dropout Recovery Report Card Designation

**Has the sponsor and school applied for designation as a dropout recovery community school for the 2017-2018 school year?**

☐ Yes ☐ No

*If yes, please complete all items in the dropout recovery section if this school has applied for designation as a dropout recovery community school. If your answer is no, you may skip this section. Please see Department guidance regarding dropout recovery community school requirements [here](#).*

**The school meets the criteria outlined in Ohio Administrative Code (OAC) 3301-102-10 to be eligible for the dropout prevention and recovery report card designation.**

☐ Yes ☐ No

Please list specific page numbers within the community school contract that detail how this community school meets the criteria outlined in OAC 3301-102-10 to be eligible for the dropout prevention and recovery report card designation.

**The school understands and will comply with all requirements (including required state-mandated assessments) that apply to dropout prevention and recovery schools.**

☐ Yes ☐ No

**The sponsor has reviewed the school's education plan, and the plan meets the requirements outlined in statute to be eligible for the dropout prevention and recovery report card designation.**

☐ Yes ☐ No

**I, sponsor of the above community school, affirm that the school meets all requirements to be eligible for the dropout prevention and recovery report card designation.**

☐ Yes ☐ No

**I, sponsor of the above community school, affirm that the current community school contract submitted to the Department includes all requirements listed above for the school to be eligible for the dropout prevention and recovery report card designation.**

☐ Yes ☐ No

---

## Sponsor Attestation of Assurances

By signing, I attest that I have reviewed the above information and it is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Sponsor Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

This form can be signed by hand or electronically by clicking "Fill & Sign" in the toolbar. Once clicked, options will appear. Click "Place Signature" and a new box will appear. You can create a new electronic signature or add an existing password protected signature.

## SUBMISSION INSTRUCTIONS:

Sponsors are required to electronically submit a completed 2017-2018 Sponsor Opening Assurances form to Epicenter following the process below.

1. Log in to Epicenter at <http://epicenternow.org/>.
2. Click the **Sign In** link at the top of the screen.
3. Enter your username and password.
4. Click **Document Center**.
5. On the Document Center page, click the **Submission Upload** button.
6. For Entity Type, select school.
7. For Submission Type, select Sponsor Assurance Form.
8. For Entities, select the appropriate school by checking the box next to the school name.
9. Enter required information.
10. Click **Upload New File** button to upload your document.
11. (Optional) Type a brief message to the reviewer.
12. Click Submit.

The Office of Community Schools and your consultant will use this site to access your submissions. If you have additional questions or if you are unable to view any of the information described above, please contact your lead consultant.

Ohio Department of Education  
Office of Community Schools  
25 South Front Street, Mail Stop 307  
Columbus, OH 43215-4183  
Telephone: (614) 466-7058  
Fax: (614) 466-8506  
[www.education.ohio.gov](http://www.education.ohio.gov)