

Office of Community Schools

# Notification of Multiple Facilities

Community schools intending to serve students located in multiple facilities under the same contract must comply with requirements outlined in [Ohio Revised Code 3314.05](#). Community schools intending to add additional facilities should work with their sponsors to complete this notification form. Submit the completed form to the Ohio Department of Education's Office of Community Schools.

Name of Sponsor: \_\_\_\_\_ Sponsor's IRN: \_\_\_\_\_

Name of School: \_\_\_\_\_ School's IRN: \_\_\_\_\_

School's Address: \_\_\_\_\_

Name of District Location for Primary Facility: \_\_\_\_\_

Grade Levels Permitted Per Contract: \_\_\_\_\_

Grade Levels Served in Primary Location: \_\_\_\_\_

Proposed Location of Additional Facility: \_\_\_\_\_

Grade Levels Served in Additional Facility: \_\_\_\_\_

Name of District Location for Additional Facility: \_\_\_\_\_

Please list all facilities associated with the school's IRN. For each facility, please indicate name of district location and grade levels served per facility.

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1) Describe the community school's rationale for locating the school in multiple facilities.

2) Please indicate which part of ORC 3314.05 the school meets to operate the additional facility.

3) The community school should work with its sponsor to submit the following documents to the Department.

- Amendment or modification to the contract relating to the new location for the school executed by both parties, including the lease agreement and addendum for the new facility that complies with ORC 3314.03(A)(9).
- Copy of the school's governing authority resolution approving the additional facility.
- Copy of sponsor's governing authority resolution or board minutes.
- Sponsor opening assurances for the new facility at least 10 business days prior to the school's opening if the facility change coincides with a new school year or prior to instructing students in the new facility if the change occurs after the school year has begun.
- A new safety plan for the additional facility submitted within 10 business days.
- Update information in OEDS to reflect the additional facility. For assistance, please contact [OEDS.ContactUs@education.ohio.gov](mailto:OEDS.ContactUs@education.ohio.gov).

## Sponsor and School Affirmations

We, representatives of the above-named sponsor and community school, verify that the community school meets the requirements outlined in ORC 3314.05 to operate multiple facilities under the same contract. If there are any changes to the facilities or grade levels served in each facility, we will notify the Department within 10 days of the effective change.

|                                |                                     |               |
|--------------------------------|-------------------------------------|---------------|
| _____<br>Sponsor's Name        | _____<br>Sponsor's Signature        | _____<br>Date |
| _____<br>Superintendent's Name | _____<br>Superintendent's Signature | _____<br>Date |

### Instructions for submitting Notification of Multiple Facilities form in Epicenter:

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

Instructions for submitting contract updates through Epicenter are outlined on the Requirements for Contract Modifications/Amendments [page](#) on the Department's website. Please contact your education program specialist in the Office of Community Schools if you need further assistance.