

## ADDING AN ANNEX OR IRN TO A CHARTERED NONPUBLIC SCHOOL

An annex is a building separate from the main building located within the **same** public school district. If the additional building is in a different school district, a separate IRN and charter will be issued for the additional building.

Notify either your association whose standards have been approved by the Ohio Department of Education & Workforce (DEW) or the Department, Office of Nonpublic Educational Options of your intent to add an annex or IRN to a chartered nonpublic school. If notifying DEW, contact us at the following email:

[Chartered.Nonpublic.Schools@education.ohio.gov](mailto:Chartered.Nonpublic.Schools@education.ohio.gov)

- A. Complete the attached school information form.
- B. An onsite visit by DEW will be 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 months.
  - Certificate of Occupancy – Must include “E” designation for Educational use.
- D. If adding an annex, items A, B, and C are all the required items. If adding a location in a different district, the following must **also** be provided:
  - Curriculum for all grades being offered at the new location
  - Report of a Nonpublic School
  - Affidavit of Intent
  - Racial Nondiscriminatory Policies on school letterhead
  - Parent/Student Handbook
  - Staff Handbook
  - Policies
    - Assessment (in compliance with OAC 3301-35-04)
    - Faculty and Staff Focus (in compliance with OAC 3301-35-05)
    - Educational Programs and Supports (in compliance with OAC 3301-35-06)
    - Data Driven Improvement (in compliance with OAC 3301-35-07)
  - School Calendar
  - Roster of Board Members and Principal
- E. Subsequent to receipt of all required items listed above, a letter acknowledging the addition of a school annex to the chartered nonpublic school will be sent.

# ADDING AN ANNEX OR IRN TO A CHARTERED NONPUBLIC SCHOOL

School Name \_\_\_\_\_ Date \_\_\_\_\_

School IRN# \_\_\_\_\_ County \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Public School District Where Nonpublic School is Located \_\_\_\_\_

Principal's First and Last Name (Print) \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

Annex Name \_\_\_\_\_

Annex Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Annex Phone Number \_\_\_\_\_

Public School District in which the Annex is located \_\_\_\_\_

(School District)

(County)

Please send the completed packet and form to your association whose standards are DEW-Approved OR directly to the Department via email or by mail to:

[chartered.nonpublic.schools@education.ohio.gov](mailto:chartered.nonpublic.schools@education.ohio.gov)

or

Ohio Department of Education & Workforce  
Office of Nonpublic Educational Options  
25 S. Front Street, MS 309  
Columbus, Ohio 43215-4183