

## PROCEDURES FOR ADDING GRADE LEVELS TO A CHARTERED NONPUBLIC SCHOOL

- A. 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 grade level(s) by contact the chartering office at (614) 728-2678 or send an email to [Chartered.Nonpublic.Schools@education.ohio.gov](mailto:Chartered.Nonpublic.Schools@education.ohio.gov).
- B. Please provide specific evidence for the items listed below:
  - i. All courses of study that include objectives (curriculum) for the grade level(s) being added
  - ii. Information requested on the enclosed **Adding Grade Levels to a Chartered Nonpublic School Form**
- C. Reminder: the school must meet either the Association Standards approved by the Department or the 2021 Operating Standards for Ohio's Schools.**
- D. An **onsite visit** by a representative of DEW will be conducted.
- E. When a representative from your association or DEW validates the items listed above in section B, the following action will be taken:

A recommendation will be submitted to the Director of the Ohio Department of Education and Workforce.

**Subsequent to the action of the director, a charter will be mailed to the school.**

# ADDING GRADE LEVELS TO A CHARTERED NONPUBLIC SCHOOL FORM

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 \_\_\_\_\_

**BACKGROUND INFORMATION:**

Enrollment at the conclusion of the most recent school year: \_\_\_\_\_

Anticipated Enrollment for the upcoming school year: \_\_\_\_\_

**REQUEST:**

Our current charter includes grades \_\_\_\_\_ to \_\_\_\_\_

It is requested that grade(s) \_\_\_\_\_ be added to our school charter.

Please indicate on the chart below the number of students who are expected to be enrolled in each new grade of this nonpublic school by September 1 of the upcoming school year.

School Year	Indicate New Grade Level Below (list one grade level per row)	Expected Number of Students
20____ - 20____		
20____ - 20____		
20____ - 20____		
20____ - 20____		
20____ - 20____		

Please send this 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

