

PROCEDURES FOR ADDING GRADE LEVELS TO A CHARTERED NONPUBLIC SCHOOL

- A. Please notify either your accrediting association whose standards have been approved by the Ohio Department of Education & Workforce (DEW) or DEW, Office of Nonpublic Educational Options of your intent to add grade level(s). You can contact the chartering office by email:
- Chartered.Nonpublic.Schools@education.ohio.gov.
- B. Please provide copies of the following:
- i. All courses of study that include objectives (curriculum) for the proposed additional grade level(s)
 - ii. A completed **Adding Grade Levels to a Chartered Nonpublic School** form
- C. **Reminder: All schools must meet either the Accrediting Association Standards previously approved by the DEW or provide evidence of meeting applicable provisions of the Operating Standards for Schools and Districts.**
- D. DEW or the applicable accrediting association will review all documentation listed in Section B. If applicable, the accrediting association will submit an Adding of Grades Assurance once the review is complete. If materials meet all chartering requirements, the DEW, Office of Nonpublic Educational Options will make a recommendation to the Director of the DEW to reissue the charter.

A copy of the updated charter will be provided to the school by U.S. Mail.

ADDING GRADE LEVELS 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 _____

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

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

