

ADDING AN ANNEX OR IRN TO A CHARTERED NONPUBLIC SCHOOL

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

Please notify either your accrediting association whose standards have been approved by the Ohio Department of Education & Workforce (DEW) or DEW's Office of Nonpublic Educational Options of your intent to add an annex or IRN to an existing chartered nonpublic school. You can contact DEW by email at Chartered.Nonpublic.Schools@education.ohio.gov

- A. Complete the attached school information form.
- B. DEW will schedule and conduct an onsite visit.
- C. Please provide copies of the following documents:
 - ☐ A fire inspection report for the school annex dated within the last twelve months.
 - ☐ An environmental health inspection report for the school annex dated within the last twelve months.
 - ☐ Certificate of Occupancy – Must include “E” zoning designation for Educational use.
- D. After DEW receives all required documents listed above, DEW will send a letter acknowledging the addition of a school annex to the chartered nonpublic school.

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 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