

CHANGE OF LOCATION CHECKLIST

The following documents must be submitted to the office specified below in order to reissue a state charter:

- ☐ A completed Change of Location Form (The form should be sent to the Department of Education & Workforce (DEW))
- ☐ An explanation of how or why the change in ownership occurred on School Letterhead (Send a copy to Ohio Shared Services **and** DEW)
- ☐ Completed new W-9 form (Please send to Ohio Shared Services only)
- ☐ A completed Vendor Information Form (OBM 5657) (Please send to Ohio Shared Services only)

To process the school's change of location, DEW will conduct a site visit. To schedule the site visit, please contact either your accrediting association whose standards have been approved by DEW or DEW's Office of Nonpublic Educational Options **AND** provide DEW with copies of the documents listed below for the new location:

- ☐ A fire inspection report dated within the last twelve months
- ☐ An environmental health inspection report dated within the last twelve months
- ☐ Certificate of occupancy – Must include "E" zoning designation for Educational use.

REMEMBER

Please send the completed Change of Location Form to your accrediting association whose standards are DEW-Approved OR directly to DEW. **(Please do not submit Ohio Shared Services documents to DEW)**

Please send documentation 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

CHANGE OF LOCATION FORM

Notify either your association whose standards have been approved by the DEW or the DEW's Office of Nonpublic Educational Options of your intent to change the location of your Chartered Nonpublic School.

CURRENT CHARTERED NONPUBLIC SCHOOL INFORMATION

School Name _____ IRN # _____

Effective Date of School Location Change _____

School Address _____

City _____ State _____ Zip _____

County _____ E-Mail Address _____

Phone Number _____

Principal's First and Last Name (Print) _____

Principal's Signature _____ Date of Signature _____

Grades Served _____

Name of Public School District in which **CURRENT** school building is located

NEW LOCATION INFORMATION

School Address _____

City _____ State _____ Zip _____

Name of public school district where **NEW** school building is located.
