

# CHANGING THE NAME OF A CHARTERED NONPUBLIC SCHOOL

Notify either your association whose standards have been approved by the Ohio Department of Education & Workforce, Office of Nonpublic Educational Options of your intent to change your Chartered Nonpublic School Name.

## CURRENT CHARTERED NONPUBLIC SCHOOL INFORMATION

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

Effective Date of School Name Change \_\_\_\_\_

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

City \_\_\_\_\_ Zip \_\_\_\_\_ IRN# \_\_\_\_\_

County \_\_\_\_\_ Email Address \_\_\_\_\_

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

Principal's Name \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

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

**Requested Chartered Nonpublic School Name Change** \_\_\_\_\_

It is REQUIRED that the following items are submitted with your request to **Ohio Shared Services** as instructed on the Vendor Information form:

- New School Name on letterhead
- W-9 form
- Vendor Information form (OBM-5657)

Please send this completed 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

