

# CHANGE OF OWNERSHIP CHECKLIST

It is REQUIRED that the following items be submitted to the appropriate office as outlined below to meet your request:

- Completed Chartered Nonpublic School Change of Ownership Form (attachment to be sent to the Department)
- Explanation of change on NEW School Letter head (Send to Ohio Shared Services and the Department)
- New W-9 form (Send to Ohio Shared Services)
- Vendor Information Form (OBM 5657) (Send to Ohio Shared Services)

Please provide specific evidence for the items listed below:

- 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” designation for Educational use.
- Proof of ownership – Registration with the Secretary of State
- Report of a Nonpublic School
- Affidavit of Intent
- Racial Nondiscriminatory Policies on school letterhead
- Curriculum/Assessment Assurance
- A list of teachers and staff including their name, year of birth, position in the school, date of last BCI/FBI background check as well as their OH Educator ID if available.

## REMEMBER

Please send the completed Chartered Nonpublic School Change of Ownership Form to your association whose standards are DEW-Approved or directly to the Department at the address below (Ohio Shared Services documents should not be forwarded to the Department).

Please send documentation 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

# CHANGE OF OWNERSHIP FORM

Notify the Ohio Department of Education & Workforce, Office of Nonpublic Educational Options, of your intent to change ownership of your Chartered Nonpublic School.

## CURRENT CHARTERED NONPUBLIC SCHOOL INFORMATION

School Name \_\_\_\_\_ IRN # \_\_\_\_\_

Effective Date of School Ownership Change \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ E-Mail Address \_\_\_\_\_

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

Principal's First and Last Name (Print) \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Principal's Educator License # \_\_\_\_\_

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

Grades Served \_\_\_\_\_

## CHANGING OWNERSHIP INFORMATION

Former Owner \_\_\_\_\_ New Owner \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_ New Owner IRN #, if applicable \_\_\_\_\_

School Board President Name \_\_\_\_\_

School Board President Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of business as listed with the Ohio Secretary of State. If applicable, include LLC, Inc., etc.

\_\_\_\_\_



# CURRICULUM/ASSESSMENT ASSURANCE FOR CHANGE OF OWNERSHIP

Date: \_\_\_\_\_

\_\_\_\_\_ is requesting a change of ownership.  
Name of School

The signature below verifies that the school will ensure compliance under the new ownership by:

continuing to utilize the same curriculum and assessments under the new ownership.

**OR**

submitting a scope and sequence for all courses offered at each grade levels under the charter for review by the Department of Education & Workforce or your accrediting organization with the other documentation required as a part of the change of ownership process.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

I hereby certify that the information provided is accurate and complete.