

CHARTERED NONPUBLIC SCHOOL CHANGE OF OWNERSHIP CHECKLIST

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

- ☐ A completed Change of Ownership 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)

Please provide the specific documents listed below:

- ☐ A copy of the buildings' fire inspection report dated within the last twelve months
- ☐ A copy of an environmental health inspection report dated within the last twelve months
- ☐ A copy of the Certificate of Occupancy – Must include “E” designation for Educational use.
- ☐ Proof of ownership – A copy of the registration filed with the Ohio Secretary of State
- ☐ The Report of a Nonpublic School
- ☐ Affidavit of Intent Not to Discriminate
- ☐ Copies of the school's racial nondiscrimination policies on school letterhead
- ☐ Completed Curriculum/Assessment Assurance (See page 3 of this document)
- ☐ A list of all staff (teachers, administrators, and support staff) including each employee's name, year of birth, position in the school, date of last BCI/FBI background check as well as their OH Educator ID if available.

PLEASE REMEMBER

Please send the completed Change of Ownership Form to your accrediting association whose standards are DEW-Approved OR directly to DEW. **(Please do not forward 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 OWNERSHIP FORM

Notify either your association whose standards have been approved by the DEW or DEW's, Office of Nonpublic Educational Options of your intent to change the name 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 _____ Date of Signature _____

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 DEW 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.