

# DELETING GRADES OR RESCIND A SCHOOL CHARTER

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 (check the appropriate box below):

## CURRENT CHARTERED NONPUBLIC SCHOOL INFORMATION

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

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

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

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

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

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

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

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

Public School District in which Chartered Nonpublic school is located \_\_\_\_\_

Our school wishes to do ONE of the following (select one box below):

Delete Grade(s)

Circle grade(s) to remove: **K 1 2 3 4 5 6 7 8 9 10 11 12**

*Ohio Revised Code 3301.162 (B)(1) requires, when a school closes, the school must indicate a closing date and ensure student records are kept with the most recent accrediting association or per 3301.162 (B)(2) student records should be maintained by school district that received auxiliary services funding under division (E) of section 3317.024 of the Revised Code on behalf of the students enrolled in the school.*

Rescind the existing school charter (close the school) Official Closing Date \_\_\_\_\_

I have contacted the district representative where my school is located regarding records storage.

Name of person responsible for student records \_\_\_\_\_

Contact Number \_\_\_\_\_

Name of location and address where student cumulative records will be kept:

\_\_\_\_\_  
\_\_\_\_\_

Please send the completed form to your association whose standards are Department approved  
OR 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

