

CHARTERING OF NONPUBLIC SCHOOLS TIMELINE

Timeframe	Activity	Comments
October 1	Department makes sure that all materials and forms are up to date.	
Prior to November 1	<p>Step 1: Request Tutorial via email or letter to the Department</p> <p>Create OH ID account and request access to the Nonpublic Chartering Tile</p>	
November 1 – December 31	Step 2: Complete survey in Chartering system and beginning working on the items on the Checklist	The application period is set in administrative rule.
November 1 – Until First Site Visit	<p>Complete the following steps including submitting the noted documentation:</p> <p>Step 3: Finalize a location and establish a governing board</p> <p>Step 4: Submit the Affidavit of Intent not to Discriminate and the Racial Nondiscriminatory Policies documents in the chartering system once adopted by board.</p> <p>Step 5: Using the Guide for Nonpublic Schools Plan of Compliance schools complete their Plan of Compliance and upload it and the following documents to the chartering system:</p> <ul style="list-style-type: none"> • teacher/staff handbook • student handbook • school calendar • notarized Report of a Nonpublic School • evidence of your registration with the Ohio Secretary of State • Building occupancy permit stating that the building is zoned for “E” • copy of <u>both</u> the fire inspection and environmental health and safety inspection for the building completed within the last 12 months 	<p>During this time, the Office of Nonpublic Educational Options (NEO) holds virtual office hours to address questions or requests for assistance.</p> <p>NEO reviews and if appropriate, approves documents submitted.</p>

<p>Once all documentation is provided (Could be as early as January if school has been working on documentation prior to the November 1st opening of the system)</p>	<p>Step 6: Department conducts site visit #1 once the school is in operation with students in attendance.</p>	<p>The Department shall complete two site visits during the first year of operation under the initial charter. Schools submitting all required documents by July 1 will receive a site visit no later than September 30. Schools submitting after July 1, we receive the initial visit within 90 days.</p>
	<p>Issuance of Initial Charter</p>	<p>After a successful onsite visit, the school will receive an Initial Charter to operate.</p> <p>The Director of the NEO Office enters required information into the Ohio Educational Directory for the school to be assigned an Information Retrieval Number (also known as an IRN).</p>
<p>60-90 school days from the issuance of the initial charter</p>	<p>Step 7: Department conducts site visit #2.</p> <p>If second site visit is successful, the final charter will be issued.</p>	<p>Before this visit can occur, all staff must be properly credentialed for their roles.</p> <p>The visit must be completed within one year of when the initial charter is issued.</p> <p>The Department requires a corrective action plan (CAP) should any deficiencies be identified.</p>