Report of a Nonpublic School Instructions

SECTION I

Place the school's name and IRN number on the top line of the Report form.

ADMISSIONS:

- Enrollment: Enter the grade levels offered by your charter.
- Total number of students: Enter the total number of all K-12 students enrolled.
- Use the Race/Ethnic Category list to input data for each student enrolled.

EMPLOYMENT:

- Licensed staff members: includes teachers, administrators with license certificates to teach and provide primary instruction of students or supervision of teachers.
- Support staff members: include any employees that work in the school to support programs or the welfare of students, i.e., teacher aides, school secretary, cafeteria staff, janitorial staff.
- Total: enter all employees of school in each category.

The RACE/ETHNIC Category list should be on all admission and employment applications to allow parent or employee choice of designation. The option not to designate a race/ethnic category should also be available. For the purpose of this report, however, the school administration MUST make the designation of race/ethnic category for each student/employee.

SECTION II

RECORDS:

- The orderly acquisition, storage and retention of school records are essential for the overall efficient and effective operation of a school. Some records must be permanently maintained; all past and present enrolled student files with their original admission forms and all past and present employee files with their original applications. Any non-accepted or non-enrolled student admission forms or employment application of those not hired must be filed for two fiscal years. (Ohio Revised Code (ORC) 149.41)
- As required in Sections 3301-39-01 to 3301-39-04 of the Ohio Administrative Code (OAC), the Racially Nondiscriminatory Compliance Policy must be on all these documents. The option to self-designate race/ethnic category must be given.
- Please check all areas where the race/ethnic category information is maintained.

SECTION III

PUBLIC SCHOOL DISTRICTS:

- List all public school districts where enrolled students reside. If you have downloaded this form from the DEW Webpage, you may add cells to the table. Use additional sheets to list districts if needed.

SECTION IV

AFFIANT:

- Complete the information in this section before a Notary Public to affirm that the information contained in Sections I through III is accurate.

SECTION V

ROSTER OF STAFF:

- Follow instructions on page four to create a roster of all building staff members.

SIDE FORM INFORMATION (running down right side of page three): All contact information must be completed.

Please submit the **Report of a Nonpublic School** form to:

chartered.nonpublic.schools@education.ohio.gov   OR

Ohio Department of Education & Workforce
Office of Nonpublic Educational Options
25 South Front Street, Mail Stop 309
Columbus, Ohio 43215

Report of a Nonpublic School

To be completed and submitted by a nonpublic school seeking to become chartered.

SECTION I

Name of Nonpublic School   _____

Grade Levels Served (K – 12) _____

1. **ADMISSIONS:** (Indicate student body enrollment and race/ethnic composition)

Enrollment	Total # of Students	Black	White	Hispanic	Asian/Pacific Islanders	American Indian/Alaskan	Multi-Racial
■							

2. **EMPLOYMENT:** (Indicate employment of staff by race/ethnic composition)

Classification	Total # of Students	Black	White	Hispanic	Asian/Pacific Islanders	American Indian/Alaskan	Multi-Racial
Certified							
Support							
Total							

RACE/ETHNIC CATEGORY: Parents must have the option to designate the category.

White/Non-Hispanic	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
Black/Non-Hispanic	Persons having origins in any of the black racial groups in Africa
Asian/Pacific Islanders	Persons having origins in any of the original peoples of Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Island, and Samoa
American Indian/Alaskan Native	Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
Multi-racial	Persons having origins in two or more of the above options.

Department of Education & Workforce

Report of a Nonpublic School

SECTION II

3. RECORDS MAINTAINED   Is racially identifiable information maintained on: (check all that apply)
☐ Application for enrollment?   ☐ Scholarships/fee waivers?   ☐ Employment?
☐ Enrolled pupils?   ☐ Employees?   ☐ Other?

SECTION III

4. Please list public school districts from which you enrolled pupils (Use additional paper if needed)

1.	2.	3.
4.	5.	6.
7.	8.	9.

SECTION IV

5. AFFIANT
Now comes the affiant,   _____
                                                    Authorized Representative

And saith: 1. He/she is   _____
                                                          Title/Position

                                _____
                                        Name, Address, Zip, Telephone of Nonpublic School

   2. All the information submitted in the "REPORT OF A NONPUBLIC SCHOOL" is accurate and correct.
   Further saith
   the affiant not   _____

State of Ohio
County of   _____

                                _____
                                Affirmed/sworn to and subscribed before me, a Notary Public,

   This _____ day of _____, 20 _____.

RETURN TO: _____
chartered.nonpublic.schools@education.ohio.gov   Notary Public Signature
OR
Ohio Department of Education & Workforce
Office of Nonpublic Educational Options
25 S. Front Street, Mail Stop 309
Columbus, Ohio 43215-4183

Report of a Nonpublic School

SECTION V

6. ROSTER OF STAFF

Instructions: 1. Attach additional pages if needed. 2. For licensed faculty awaiting your charter to apply for a Non-Tax Certificate please write "In Progress" in the "Teacher/Principal License Number" field. For unlicensed staff, please write "NA" in this field.

First Name	Last Name	Date of Birth MM/DD/YYYY	Teacher/Principal License Number	Date of most recent background check

RETURN TO: chartered.nonpublic.schools@education.ohio.gov   OR   Ohio Department of Education & Workforce
Office of Nonpublic Educational Options
25 S. Front Street, Mail Stop 309
Columbus, Ohio 43215-4183

Department of Education & Workforce