

Readopt with amendment Ed 403.03, effective 6-15-13 (Doc. #10360), to read as follows:

Ed 403.03 Annual Reports.

(a) Each nonpublic school shall ~~file~~ **complete and submit** “*General Statistics of Nonpublic Schools*”, a Form A3N, revised 04/2018, as described in this section with statistics as of the last day of school of the year of filing. The form shall be ~~filed with the department~~ **completed online at** <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx> by July 15 of each year. ~~to the following address:~~

New Hampshire Department of Education
Division of Program Support, Bureau of Data Management
101 Pleasant Street
Concord NH 03301-3860

~~(b) On Form “A3N—General Statistics of Nonpublic Schools” revised 5/2018, the nonpublic school shall provide the following information for each nonpublic school:~~

- ~~(1) The name of the nonpublic school, if not provided on the form by the department;~~
- ~~(2) The name, telephone number, and e-mail address of the contact person;~~
- ~~(3) The administrator’s signature;~~
- ~~(4) The number of students by grade registered during the year;~~
- ~~(5) Student progress table by grade;~~
- ~~(6) The total number of high school graduates by gender; and~~
- ~~(7) The number of dropouts from grades 9-12.~~

(eb) Each nonpublic school shall ~~file~~ **complete and submit** “*Private Fall Enrollments and Staffing*”, a Form A12C, *revised 07/2018*, as described in this section with statistics as of October 1 of the reporting year. The form shall be ~~filed with the department~~ **completed and submitted online at** <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx> by October 15 of each year. ~~to the following address:~~

New Hampshire Department of Education
Division of Program Support, Bureau of Data Management
101 Pleasant Street
Concord NH 03301-3860

~~(d) On Form A12C, the nonpublic school shall provide the following information for each nonpublic school:~~

- ~~(1) The name of the nonpublic school;~~
- ~~(2) The name and telephone number of the contact person;~~
- ~~(3) The administrator’s signature;~~
- ~~(4) The telephone number and fax number of the school;~~

~~(54) The e-mail address and website address of the school, if applicable; and~~

~~(65) The number of students enrolled on October 1 by grade divided into male and female.~~

~~— (e) The nonpublic school shall provide the number of full-time equivalent (FTE) positions for the following staff categories divided into male and female:~~

~~(1) Preschool teachers;~~

~~(2) Kindergarten teachers;~~

~~(3) Regular education classroom teachers;~~

~~(4) Special education classroom teachers;~~

~~(5) Regular instructional aides; and~~

~~(6) Special education aides.~~

Readopt with amendment Ed 405.01, effective 6-15-13 (Doc. #10360), to read as follows:

Ed 405.01 Identification of Recognized Agencies for Program Approval.

~~(a) The New England Association of Schools and Colleges (NEASC) shall be the recognized accrediting agency.~~

~~— (b) Other Accrediting agencies that want to be considered for recognition shall be identified in one of the following ways:~~

~~(1) An accrediting agency may directly request recognition;~~

~~(2) A school seeking program approval may request recognition of an accrediting agency; or~~

~~(3) A member of the NSAC may request recognition of an accrediting agency.~~

~~(eb) Applicants seeking approval from the state board as an agency recognized by the department for program approval shall:~~

~~(1) Make application **Apply** for recognition to the state department ~~with~~ **by submitting** a letter of intent and the following:~~

~~a. A brief history of the agency;~~

~~b. A statement as to the scope of operations, indicating whether it is a regional, national, or state agency;~~

~~c. A definition of the purpose, character, and scope of its activities as described in its charter or by-laws and written standards for accreditation or recognition;~~

~~d. The agency's organization including its governance and administrative structures, a description of its ownership and control and **the** type of legal organization, including but not limited to tax-exempt or proprietary;~~

e. Financial information including its fee structure, current operating statement, and most recent independent certified opinion audit;

f. A description of procedures used in the evaluation of schools by the agency including documentation that a school shall be required to provide, ~~whether there is~~ **which shall include** a visit to verify the written documentation, and who participates in school visitations;

g. Definitions of levels of recognition or accreditation status and written procedures for providing due process in granting, denying, continuing, or revoking accredited or recognized status; and

h. Frequency of evaluation of schools for continued accreditation or recognition; and

(2) Submit documentation of the agency's accreditation by a recognized accrediting agency.

(~~d~~c) Agencies seeking program approval shall have a process for reviewing nonpublic school programs which, at a minimum, evaluates the adequacy for ensuring the well-being of students enrolled based on the following criteria:

(1) School mission statement and educational philosophy;

(2) Governance;

(3) School facilities;

(4) School health and safety programs;

(5) Curriculum;

(6) Staff qualifications;

(7) Admissions process;

(8) Graduation requirements *for* high schools only;

(9) Process for assessing student performance;

(10) Financial management;

(11) Student support services;

(12) Co-curricular activities;

(13) Parent involvement;

(14) School and community relations; and

(15) Residential life if applicable.

(~~e~~d) The NSAC shall review applications for program approval. If the NSAC finds that the application meets the requirements of Ed 405.01(b) and Ed 405.01(c), it shall recommend the agency to the state board for recognition.

(~~fe~~) The ~~state~~ board shall review the NSAC recommendation, *pursuant to*, and take one of the following actions:

- (1) Upon finding that the application meets the requirements of Ed 405.01(b) and Ed 405.01(c) the ~~state~~ board shall identify the applicant as a recognized agency for program approval;
- (2) Disapprove the application if, in the opinion of a majority of ~~state~~ board members one or more of the following conditions exist:
 - a. Additional information has been received which indicates that the applicant is not eligible to be a recognized agency for program approval;
 - b. The information submitted by the applicant as required in Ed 405.01(b) *and Ed 405.01(c)* is determined by the state board to be incomplete, inaccurate, or false;
 - c. The NSAC misapplied a statute or administrative rule in making its recommendation;
or
 - d. The NSAC did not follow proper procedures in reviewing the application.

(~~gf~~) The department shall publish the list of recognized agencies for program approval at least annually.

(~~hg~~) An agency may at any time submit written notification to the department that it does not wish to be recognized. Upon receipt of such a request the department shall remove the agency's name from the list of recognized agencies and shall notify all schools that have previously been granted program approval through accreditation by the withdrawing agency.

(~~ih~~) Program approval status for any school previously accredited by an agency whose name has been withdrawn from the list of recognized accrediting agencies shall remain in effect until the date of expiration of the most recent approval by the state board.

(~~ji~~) The NSAC shall review those agencies previously recognized for program approval every 10 years and make one of the following approval recommendations to the ~~state~~ board:

- (1) Full approval for a period of 10 years, if the NSAC finds that the agency meets the requirements of *Ed 405.01(b) and* Ed 405.01(c);
- (2) Conditional approval for a period of 2 to 3 years when deficiencies are found that are not serious enough to warrant non-approval, but are serious enough to warrant attention and review; or
- (3) Non-approval.

(~~kj~~) Previously recognized agencies shall be reviewed by the NSAC prior to the expiration of the most recent approval when information becomes known to the NSAC which indicates:

- (1) The agency ~~may~~ *might* no longer be meeting the requirements of Ed 405.01(c); or
- (2) The agency has acted in an unfair or unlawful manner in conducting accreditations.

- (~~h~~) Agencies that have been recognized for program approval may request to be removed from the list of recognized agencies.

Readopt with amendment Ed 405.01, effective 6-15-13 (Doc. #10360), to read as follows:

PART Ed 407 RETENTION OF STUDENT RECORDS

Ed 407.01 Student Records.

- (a) Each non-public school shall permanently maintain individual student records that include:

(b)

- (1) Pupil registers as required by RSA 189:27-a that include the following information:

- a. Name;
- b. Sex;
- c. Date of birth;
- d. Place of birth;
- e. Town of legal residence; and
- f. Parent/guardian contact information;

- (2) Transcripts of academic performance; and

- (3) Record of award of high school diploma including the date of award.

(b) In the event of a school closing or termination of operations, the school shall notify the department where student records shall be maintained permanently, or the school shall deposit these records with the department. ~~or a location approved by the department.~~

(c) Records shall be maintained in a format determined by the school. ~~A hard copy of pupil registers shall be maintained as required by RSA 189:27 b.~~