



Nonpublic School Application for Initial Attendance Approval (AA) Status

INTRODUCTION

This Initial Application is hereby made to the Department of Education (Department), Office of Nonpublic Schools (ONPS) for nonpublic schools who seek initial **Attendance Approval (AA)** status as set forth in the [Code of Administrative Rules, Ed 400](#). In order to receive approval, the school must file this application with the Department and receive approval from the State Board of Education (Board). Therefore, applications must be submitted prior to the Board meeting that precedes the school in advertising, promoting, or offering programs/courses to students. Board meeting dates are listed at: [State Board Meetings and Minutes | Department of Education \(nh.gov\)](#).

In order to ensure that a complete application be presented to the Board for approval, the Department strongly advises that schools submit their applications **no later than 120 days prior** to the school advertising, promoting, or offering programs/courses to students. For example, schools that seek to launch a website on July 1 are strongly advised to submit their materials by March 1. This will allow school administrators and the ONPS to address any concerns that may surface before applications for approval are presented to the Board.

Applications will be accepted only as an **electronic document(s)**. Please send materials to: NonpublicSchools@doe.nh.gov. For questions about submittal, please contact (603) 491-8060.

SECTION A: FACILITY APPROVAL REQUIREMENTS

Approval of facilities proposed to be used as nonpublic schools follow the requirements as set forth in the [Code of Administrative Rules, Ed 320](#) as managed by the Department's School Safety and Facility Management Bureau (SSFMB). More information about the SSFMB, including staff contact information, can be found here - [School Safety and Facility Management Bureau | Department of Education \(nh.gov\)](#).

Applicants must contact SSFMB directly as part of the overall nonpublic school application process to obtain facility approval. An application may be brought forward to the Board without a facility approval from the SSFMB in place. However, students may not occupy the school until an SSFMB approval is obtained.

SECTION B: SECRETARY OF STATE REGISTRATION

The applying school is required to properly register with the New Hampshire Secretary of State prior to receiving approval of its application by the Board. The name of the school as listed with the Secretary of State needs to match the exact name of the school as contained in the application for approval. If you need assistance, please contact the Corporate Division at corporate@sos.nh.gov or 603-271-3246.

SECTION C: SCHOOL INFORMATION

Name of school: _____

Primary street address of school: _____

Primary mailing address of school: _____

Name and address of each additional site: _____

If applicable, a member of an association: _____

Upcoming academic year: _____

Anticipated grade levels to be offered: _____

Anticipated enrollment per grade: _____

Enrollment caps for each grade level: _____

Boarding school: Yes No

Co-Educational: Yes No

Nonprofit: Yes No

Tax exempt: Yes No

SECTION D: HEAD OF SCHOOL

Name: _____

Title: _____

E-mail: _____

Phone number: _____

SECTION E: PRIMARY CONTACT AUTHORIZED TO REPRESENT SCHOOL

Name: _____

Title: _____

E-mail: _____

Phone number: _____

SECTION E: LETTER OF INTENT REQUIRED COMPONENTS

An applicant seeking initial approval as a nonpublic school for attendance approval (AA) purposes only shall provide a Letter of Intent to establish a nonpublic school with the Department no less than 120 days prior to the proposed date of opening. The Letter of Intent shall include the components listed below.

Please check off each of the following required components. Then attach supporting documentation at the end of this application.

Item #	Required Items	Attached?	Comments
1	Cover Letter.	<input type="checkbox"/> Yes	
2	The specific education purpose(s) and objectives to be served by the nonpublic school.	<input type="checkbox"/> Yes	
3	A statement as to how the school shall evaluate the achievement of its stated educational purpose(s) and objectives.	<input type="checkbox"/> Yes	
4	The school program's philosophic or religious traditions.	<input type="checkbox"/> Yes	
5	Academic competencies and personal characteristics the program is designed to develop.	<input type="checkbox"/> Yes	
6	The characteristics of the student body to be served by this program, including the criteria for student selection and admission to the school.	<input type="checkbox"/> Yes	
7	The relationship between the school program and the community.	<input type="checkbox"/> Yes	
8	Program of studies or other document(s) that explain academic content, assessment processes, and promotion requirements for each grade level and high school diploma requirements, if applicable.	<input type="checkbox"/> Yes	
9	A description of all of the school's courses, activities, and offerings included as part of the school's education program as defined by the school, including a list and descriptions of courses offered for credit.	<input type="checkbox"/> Yes	
10	<p>A description of the school's supporting services as outlined in RSA 189:49, including but not limited to:</p> <ul style="list-style-type: none"> a. Health, including a process for verification of child vaccinations required by RSA 141-C:20-a; b. Advising and counseling system, relative to educational, personal, and career; c. Library and media services; d. Food and health services; e. Referral services; and f. Transportation services including to and from school, field trips, and extracurricular activities. 	<input type="checkbox"/> Yes	
11	A statement indicating how the school complies with each of the statutory requirements of nonpublic schools, stated in	<input type="checkbox"/> Yes	

	RSA 126-U , RSA 141-C:20-a , RSA 189:11 , RSA 189:17 , RSA 189:19 , RSA 189:20 , RSA 189:21 , RSA 189:64 and RSA 198:20-a .		
12	Administrative responsibilities and authority documented in an organizational chart.	<input type="checkbox"/> Yes	
13	Description of content and policy for storage, security, and disposition of student records to include items listed in Ed 407.	<input type="checkbox"/> Yes	
14	First year budget indicating anticipated expenses and revenue, which clearly demonstrates the availability of resources to support the program.	<input type="checkbox"/> Yes	
15	Documentation indicating whether the school is incorporated as a nonprofit institution and whether it has Federal tax-exempt status.	<input type="checkbox"/> Yes	
16	A copy of the school's grievance policy including, but not limited, to procedures to address complaints concerning: <ul style="list-style-type: none"> a. Bullying; b. Teacher misconduct; c. Tuition refund when a student leaves the school; and d. The use of child restraint practices as outlined in RSA 126-U. 	<input type="checkbox"/> Yes	

SECTION F: SCHOOL SCHEDULE SURVEY

Please use Ed 401.03 and the guidance below for ensuring compliance with mandated instructional hours for each grade level.

School Schedule Survey Guidance

Each non-public school shall maintain a school year consisting of the following number of instructional hours:

- (1) In kindergarten at least 450 hours;
- (2) In grades one through 6, at least 945 hours; and
- (3) In grades 7 through 12 at least 990 hours.

Each school shall have in its school year an additional 30 hours in duration to provide for instructional time lost due to inclement weather or unexpected circumstances.

Lunch time, home room periods, passing time, and breaks shall not be counted toward the required amount of instructional time.

Elementary schools may count up to 30 minutes of recess per day as instructional time for pupils in kindergarten through grade 6. Advisory periods in middle and high schools shall be counted as instructional time.

The school year for high school seniors may be reduced by no more than 5 days or 30 hours of instruction, whichever is less, from the number of days or hours of instruction for other high school students.

School Schedule Survey

Upcoming Academic Year: _____ through _____
 First scheduled day of classes: _____
 Last scheduled day of classes: _____
 Last day of grade 12 classes, if applicable: _____

Please complete the following chart for the upcoming calendar year.

	A	B	C	D	E	F	G
Grade Level	# of Instructional Hours in a Partial Day	# of Partial Days	Total # of Instructional Hours for Partial Days (A*B)	# of Instructional Hours in a Full Day	# of Full Days	Total # of Instructional Hours for Full Days (D*E)	Total # of Instructional Hours in a Calendar Year (C+F)
Kindergarten	_____	_____	_____	_____	_____	_____	_____
Grades 1 - 6	_____	_____	_____	_____	_____	_____	_____
Grades 7 - 8	_____	_____	_____	_____	_____	_____	_____
Grades 9 - 12	_____	_____	_____	_____	_____	_____	_____

SECTION G: STATUTORY COMPLIANCE

Please initial in the appropriate spaces below.

_____ Our school understands it must offer regular instruction in civics and the history, government and constitutions of the United States and New Hampshire as outlined in [RSA 189:11](#).

_____ Our school understands that the English language shall be used exclusively in reading, writing, spelling, arithmetic, grammar, geography, physiology, history, civil government, music, and drawing. Educational programs in the field of bilingual education shall be permitted with the approval of the state board of education and the local school district, as outlined in [RSA 189:19](#).

_____ Our school understands that the exclusive use of English for purposes of instruction and administration shall not prohibit the conduct of devotional exercises in private schools in a language other than English, as outlined in [RSA 189:21](#).

_____ Our school understands that a foreign language may be taught in elementary schools provided that the course of study is outlined by the state board and taught in compliance with state law, as outlined in [RSA 189:20](#).

_____ Our school understands that full-time attendance requirements for students may be met by attendance at more than one school provided the total time spent in the schools is equivalent to full-time attendance, as outlined in [RSA 193:1-a](#).

_____ Our school understands the policies relative to limiting the use of child restraint practices in schools, as outlined in [RSA 126-U](#).

_____ Our school understands that no students shall be admitted or enrolled in any school unless students are immunized against certain diseases, as outlined in, [RSA 141-C:20-a](#).

SECTION I: CERTIFICATION

Please initial and sign in the appropriate spaces below. Then send materials to: NonpublicSchools@doe.nh.gov.

_____ I certify that I understand that my initial application will not be fully processed for approval until the application is complete.

_____ I certify that our school will not advertise, promote, or offer programs/courses to students until we are issued an approval from the New Hampshire State Board of Education.

_____ I certify that if there are any changes to items outlined in the Administrative Rules, Ed 400, our school must notify the Office of Nonpublic Schools prior to advertising, promoting, or implementing these changes.

_____ I certify that all information provided is true and correct in content and policy and that I have read the entirety and understand the applicability of the Administrative Rules, Ed 400 and relevant statutes.

Signature of Head of School

Print Name

Date