



Nonpublic School Application for Continued Approval Status

INTRODUCTION

This Renewal Application is hereby made to the Department of Education (Department), Office of Nonpublic Schools (ONPS) for nonpublic schools who seek **continued approval 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 (SBOE). Therefore, applications must be submitted prior to the SBOE meeting that precedes the expiration of a school’s term of approval. SBOE meeting dates are available at: [State Board Meetings and Minutes | Department of Education \(nh.gov\)](#).

In order to ensure that a complete application be presented to the SBOE for approval, the Department is requiring that schools submit their completed application to the ONPS by **March 1, 2025**. This will allow school administrators and the ONPS to address any concerns that may surface before applications are presented to the SBOE.

Please send materials to: NonpublicSchools@doe.nh.gov. For questions about submittal, please contact the ONPS at (603) 491-8060.

SECTION A: APPLICATION TYPE

Please check one of the following boxes. Refer to the most recent approval letter provided to your school by the ONPS. Note, schools that are approved for attendance purposes (AA) shall comply with [Ed 403](#) while schools that are approved for attendance and program purposes (AP) shall comply with [Ed 404](#) and operate within the purview of an accrediting agency recognized by the SBOE.

Attendance Purposes Only (AA)

Attendance and Program Purposes (AP)

Please include documentation.

SECTION B: SCHOOL INFORMATION

Name of school:	_____
Primary street address of school:	_____
Primary mailing address of school:	_____
Name and address of each additional site:	_____

Approved grade levels taught:	_____

Current enrollment: _____

Co-Educational: Yes No

Nonprofit: Yes No

Tax exempt (Federal): Yes No

Approved to offer NHED Special Ed programs: Yes No | Date of recent approval: _____

SECTION C: HEAD OF SCHOOL

Name: _____

Title: _____

E-mail: _____

Phone number: _____

SECTION D: PRIMARY CONTACT AUTHORIZED TO REPRESENT SCHOOL

Name: _____

Title: _____

E-mail: _____

Phone number: _____

SECTION E: NOTIFICATION OF CHANGE

Please describe below any substantive change(s) made in the school's educational purpose and objectives that have occurred since approval of the school's initial, or last renewal, application.

Type text here.

If there are no changes to report, please type "No Changes".

SECTION F: REQUIRED DOCUMENTS

Please check off all boxes below and attach all required documentation.

Items	Attached?	Comments
1. Student records retention policy to meet the intent of Ed 407.01.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/>
2. Documentation demonstrating compliance with RSA 189:11 by providing required courses of instruction in civics, and the history, government and constitutions of the United States and New Hampshire.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/> <hr/>
3. Grievance policy to meet the intent of Ed 403.01(a)(16). <i>(To include, but not be limited to procedures that address complaints concerning, bullying, teacher misconduct, tuition refund, and use of child restraint practices.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/> <hr/>
4. Documentation of an immunization policy or practice that assures that no students shall be admitted or enrolled in the school unless they are immunized against certain diseases, or receive an exemption, as described in, RSA 141-C:20-a through RSA 141-C:20-e .	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/> <hr/>
5. Restraint and seclusion policy to meet the requirements of Ed 1200.01(b) pursuant to RSA 126-U .	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/>
6. If applicable, documentation from accrediting agency for schools applying for AP status.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<hr/> <hr/> <hr/> <hr/>

SECTION G: SCHOOL SCHEDULE SURVEY

Please use Ed 401.03 and the guidance below for ensuring compliance with state 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

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 2024 - 2025 school year.

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

SECTION H: STATUTORY COMPLIANCE

Please initial in the appropriate spaces below.

_____ Our school displays the United States flag, not less than 5 feet in length, as outlined in [RSA 189:17](#).

_____ 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 SBOE 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 (or its equivalent) outlined by the SBOE in the branches named in RSA 189:19 be not abridged but be taught in compliance with the law of the state, as required 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 & seclusion 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](#).

_____ Our school understands that per [RSA 189:64](#), a site-specific school emergency operations plan shall be submitted to Homeland Security and Emergency Management by October 15th of each year.

_____ Our school understands that per [RSA 189:13-a](#), we may not hire any person, or allow a person to serve as a volunteer, who is listed on the Department's list of revoked and suspended educators.

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 the school's renewal application will not be fully processed for approval until the application is complete.

_____ I certify that our school will adhere to all laws and rules that are applicable to the approval and continuing operation of a nonpublic school as approved by the SBOE.

_____ I certify that I understand that if my renewal application is not approved by the SBOE prior to June 30, 2025 that my school will need to apply for approval as a new nonpublic school subject to Administrative Rules, Ed 320 and Ed 400 and relevant statutes.

_____ I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete.

Signature of Head of School

Print Name

Date