

School Closing Form

For Nonpublic Schools

Please use the following form to notify the department of an upcoming school closure and send it to Shireen.Meskoob@doe.nh.gov. You may send students records to the department either as an attachment to an email message or a flash drive via certified mail to: Shireen Meskoob, Office of Nonpublic Schools, 101 Pleasant Street, Concord, NH 03301.

Pursuant to Ed 407.01, individual student records that each nonpublic school shall permanently maintain include: name, sex, date of birth, place of birth, town of legal residence, and parent/guardian contact information; transcripts of academic performance; and , if applicable, record of award of high school diploma including the date of award.

Please note that student records include information for every student who attended the school. Please use the format *mm/dd/yyyy* for dates.

Full School Name:	_____
School ID Number:	_____
Date Opened:	_____
Date Closed:	_____
Dates Approved by DOE:	_____
Grade Levels Taught:	_____
Accreditation, if applicable:	_____
Reason(s) For Closure:	_____

An *electronic* copy of Student Records (pupil register, transcripts, record of high school diploma, as outlined in Ed 407) has been provided to the department. Yes

Primary contact who the department can reach after closure:	Name: _____
	Title: _____
	Email: _____
	Phone: _____

Secondary contact who the department can reach after closure:	Name: _____
	Title: _____
	Email: _____
	Phone: _____

Current Mailing Address, if applicable: _____

Previous School Names and Addresses: _____

Dates: _____

Name: _____

Address: _____

Dates: _____

Name: _____

Address: _____

Completed most recent:

(A12C) General Fall Report: Yes No Date: _____

(A3N) General Statistics Report: Yes No Date: _____

Restraint and Seclusion Report: Yes No Date: _____

Additional Administrator Comments: _____

Your Signature

Title

Print Name

Date

Thank You!

Office Use Only

Confirmation letter mailed. Yes No Date: _____

DOE divisions notified. Yes No Staff: _____