

Nonpublic School Guidance on Requesting Change

Introduction

Please be advised that pursuant to the [Code of Administrative Rules, Ed 403.02](#), a school is required to notify the Office of Nonpublic Schools (ONPS) of any change(s) or updates to the information on which approval was based. Examples include, but are not limited to, a change in facility location, renaming the school, and adding or dropping grade levels. Changes requested can only be advertised and/or implemented upon approval by the ONPS. Please review [Ed 400](#) in its entirety.

The request for adding grade levels to the curriculum of a school will need to be presented to the State Board of Education for approval, and in those cases, schools must submit relevant documentation to the ONPS three weeks prior to the scheduled Board meeting. For more information, please contact the office at (603) 271-2634 or nonpublicschools@doe.nh.gov.

School Information

Name of school:	_____
Address of school:	_____
Website:	_____
Current Grade Levels Offered:	_____
If applicable, accredited by:	_____
Current approval Type:	<input type="checkbox"/> Attendance Approval (AA) <input type="checkbox"/> Attendance and Program Approval (AP)

Head of School

Name:	_____
Title:	_____
E-mail:	_____
Phone number:	_____

Primary Contact Authorized to Represent School

Name:	_____
Title:	_____
E-mail:	_____
Phone number:	_____

Changes Requested

Please complete the applicable section(s) and be sure to attach required documentation.

New Facility(ies)

Required Documentation

- Zoning verification form
- Occupancy permit
- Fire report
- Health inspection

(Site visit by the Department shall follow)

Description:

New Grade Levels Offered

Required Documentation

- Program of Studies for new grade levels
- Student handbook for new grade levels

Description

Requested Effective Date: _____

Current Grade Levels Offered: _____

Requested New Grade(s): _____

Anticipated Total Enrollment: _____

Anticipated Enrollment in New Grade(s): _____

Academic Content:

Assessment types:

Promotion requirements:

New Name of School

Required Documentation

- Secretary of State Certificate

Description

Old School Name: _____

New School Name: _____

Other Change(s)

Relevant Documentation:

Description:

Certification

Please send this form to nonpublicschools@doe.nh.gov with required initials and signatures.

_____ I certify that our school will not advertise, promote, or offer programs/courses to students until we are issued an approval from the NH 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 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