

## School Closing Form

For Nonpublic Schools

Please use the following form to notify the New Hampshire Department of Education (NHED) of an upcoming school closure and send it to [nonpublicschools@doe.nh.gov](mailto:nonpublicschools@doe.nh.gov). You may send students records to NHED either as an attachment to an email message or a flash drive via certified mail to: New Hampshire Department of Education, Office of Nonpublic Schools, 25 Hall Street, Concord, NH 03301.

Pursuant to Ed 407.01, individual student records that each nonpublic school shall permanently maintain include: name, date of birth, and town of legal residence; 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.

<b>Full School Name:</b>	_____
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:	Agency Name: _____
	Contact Person: _____
	Address: _____
	Email: _____
Primary contact who NHED can reach after closure:	Phone: _____
	Name: _____
	Title: _____
	Email: _____
Secondary contact who NHED can reach after closure:	Phone: _____
	Name: _____
	Title: _____
	Email: _____
	Phone: _____

Current Mailing Address, if applicable:

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Previous School Names and Addresses:

Dates: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Additional Administrator Comments:

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\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Thank You!

Office Use Only

Confirmation letter mailed.

Yes

No

Date: \_\_\_\_\_

NHED divisions notified.

Yes

No

Staff: \_\_\_\_\_