

PUBLIC SCHOOL STATUS – NEW/CHANGE REQUEST FORM

Directions: Public schools should use this form to notify the Department of Education of district approved changes identified in Part A – F below. Be sure to: 1) complete the applicable sections below 2) sign the bottom of this form, 3) attach the school board minutes approving the changes, and 4) return this form and attachments to the above address or email a copy to Kristi.chew@doe.nh.gov . A separate form should be used for EACH school undergoing a change in status.	
New schools should use this form to notify the Department of Education of new school details by following the directions above and completing the following sections: School Information and Part F: Opening School.	
SCHOOL INFORMATION	
Today's Date:	
Name of School:	School ID Number:
Town:	SAU #:
Contact:	Title:
Phone Number:	Email address:
PART A: CHANGING FACILITY LOCATION	
New address:	
PART B: RENAMING SCHOOL	
Old name:	
New name:	Effective date:
PART C: ADDING OR DROPPING GRADE LEVELS (circle applicable grades)	
Grade levels ADDED: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Effective date:
Grade levels DROPPED: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Effective date:
PART D: CHANGING GRADE STATUS	
Old Status: Elementary -- Middle -- High School (Circle one, two, or three)	Effective date:
New Status: Elementary -- Middle -- High School (Circle one, two, or three)	Effective date:
PART E: CLOSING SCHOOL	
Effective date (month/day/year):	
PART F: OPENING SCHOOL	
Effective date:	
Circle grades to be taught at this new facility: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	
Status: Elementary -- Middle -- High School (Circle one, two, or three)	
Fax number:	
Principal name:	Principal's email address:

Superintendent Name: _____ Signature: _____ Date: _____

PLEASE ATTACH SCHOOL BOARD MINUTES APPROVING THESE CHANGES.