



SAMPLE: 2024 - 2025 New Private School Application

[Links to both the New and Renewing School Applications will be available online March 1, 2024 and are **due April 1, 2024.**]

Important Information Before You Begin

Applications are due April 1, 2024

In order to expedite the application process, first establish that this is the correct form, and then assemble required paperwork, listed below.

Who should complete this application?

- New schools planning to conduct a program of kindergarten and at least grade one, or a program of any or all grades one through twelve
- Established schools operating or opening an additional campus or location with a separate mailing address from the main campus

Who should use the 2024 - 2025 Renewing Private School Application, instead?

- Previously approved schools with a building code
- Previously approved schools planning to change the name of the school

Required Paperwork

You will be asked to upload a various documents to your approval application. Please try a different browser if you have difficulty either downloading or uploading any forms.

A significant number of applications are submitted each year with blank or incorrect documents. When you sign and scan your completed paperwork, be sure to name and save forms in a way that makes them easy to identify and access. If you have multiple documents to upload in addition to the Certificate of Compliance, consider creating a specially designated and accessible folder.

Health and Fire Inspection Documentation

- If you have not yet secured a location for your school, or if your inspections are pending, please upload a letter explaining your situation and inspection timeline.

- Be sure to retain documentation of health and fire inspections in the school's main office, WAC 180-90-160.
- More information about inspections and paperwork is available on the State Board of Education website.

Teacher Information

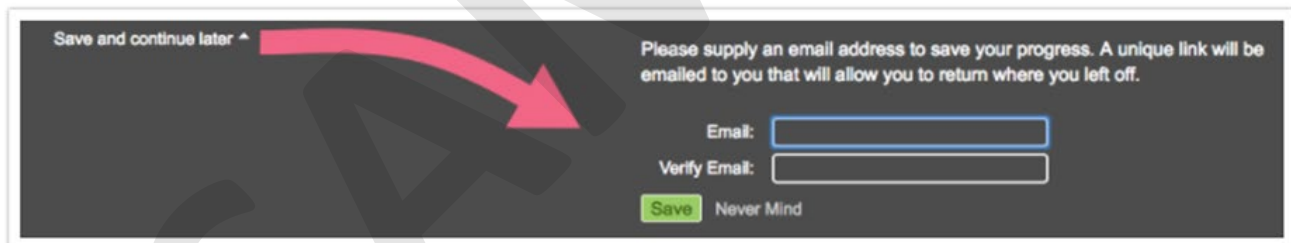
- If your school employs teachers who are not certificated in Washington state, you must submit a completed staffing report.
- Note that teaching staff, including at least one Washington state certificated teacher, must be in place by the opening of the school.

Certificate of Compliance

At the end of the application, you will be asked to upload a signed and dated Certificate of Compliance.

Regardless of who completes the approval application, **the Head of School signs this document**. By signing this document, the Head of School affirms that the information in the form is correct and certifies that your private school is in compliance with all requirements.

Note that if you cannot complete your application in one sitting, you may use the "save" function. On page two of the survey in the upper righthand corner, you will find a toolbar with the label "Save and continue later" dropdown menu. When you click you will have this option:



Save and continue later ^

Please supply an email address to save your progress. A unique link will be emailed to you that will allow you to return where you left off.

Email:

Verify Email:

If you have further questions, please refer to the private school website or contact the private schools manager.

School and Head of School Information

1) Please provide the legal name, physical address, and front office contact information of the school.

School Name:

Street Address:

City:

State:

ZIP Code:

County:

Email:

School's Main Phone: [Please supply a contact number, even if you have not yet secured a location and main office.]

Website:

2) School Details

In which public school district is the school located?

Is your school for-profit or nonprofit?

☐ For-profit

☐ Nonprofit

What is the UBI (Unified Business Identifier) number for the school? UBI numbers can be located on the Secretary of State website or created with the Department of Revenue?

What is the name of the school listed with the Department of Revenue, if different from the school's name above?

3) What is the owner, board of directors, or majority-owner responsible for this private school? If this is a board of directors, provide contact information for the chair of the board.

Name:

Street Address:

City:

State:

ZIP Code:

Email:

Office Phone:

4) I do hereby certify that I am the Head of School (principal or chief administrator) of the above-named school, and that this school is scheduled to meet throughout the 2024 -2025 school year. As Head of

School, I will be the main point of contact with the State Board of Education for the purpose of approval and compliance and will be responsible for reporting and communicating information about the school to the State Board of Education and the Office of the Superintendent of Public Instruction.

Name:

Email:

Phone:

5) In addition to your Head of School and main office staff, who should receive regular communications from the State Board of Education?

Tip: Note that while this question is optional, providing at least one additional contact can help ensure continuity of operations and communications should there be a change in leadership at your school. Use the "add another" button as needed.

What is the name of the additional contact?

What is the title of the additional contact?

What is the email address of the additional contact?

School Offerings

6) Which of the following will the school offer? (Check all that apply.)

Note: Private school approval does not substitute for the early learning and childcare program licensure through the Department of Children, Youth, and Families (DCYF).

☐ Preschool / Childcare (see if DCYF early learning program licensure is applicable)

☐ Boarding Program (students living on campus)

☐ Gifted Program

☐ Special Education Program

☐ Online Program

☐ Home-Based Extension

☐ Other - Write In (Required)

☐ None

7) For the 2024 - 2025 school year, does your school plan to seek authorization from OSPI to provide a program of special education services through a contract with a public school district, under RCW 28A.300.690, as a Nonpublic Agency (NPA)?

☐ Yes

☐ No

8) Will the school seek accreditation by any of the following accrediting organizations? Is the school accredited by an accrediting organization? Please use the check boxes to indicate which accreditation organization(s) accredited the school for the 2024 - 2025 school year.

☐ Accrediting Association of Seventh-day Adventist Schools (AAA)

☐ Association of Educational Service Districts (AESD)

☐ Association of Christian Schools International (ACSI)

☐ American Montessori Society (AMS)

☐ Association of Waldorf Schools of North America (AWSNA)

☐ Christian Schools International (CSI)

☐ Cognia (Previously AdvancED or Northwest Accreditation Commission)

☐ National Lutheran School Accreditation (NLSA)

☐ Northwest Association of Independent Schools (NWAIS)

☐ Western Catholic Education Association (WCEA)

☐ Other - Write In

☐ None

9) Which grades will be conducted at the school for the 2024 - 2025 school year? Check all that apply.

Note: Private school approval does not substitute for the early learning and childcare program licensure through the Department of Children, Youth, and Families (DCYF).

☐ Preschool

☐ Kindergarten

☐ Grade 1

☐ Grade 2

- ☐ Grade 3
- ☐ Grade 4
- ☐ Grade 5
- ☐ Grade 6
- ☐ Grade 7
- ☐ Grade 8
- ☐ Grade 9
- ☐ Grade 10
- ☐ Grade 11
- ☐ Grade 12
- ☐ Other / Ungraded

10) [Note that this question will only be displayed if the response to question #9 does not include at least one grade.]

A private school is a nonpublic school that conducts a program of kindergarten and at least one grade, or a program of any or all grades one through twelve. If you plan to offer only preschool and kindergarten and your early learning center is not connected to a main campus offering at least one grade, **you are not eligible for approval as a private school.**

If your school will operate an early learning program and does not plan to offer any grades for the 2024 - 2025 school year, please seek the appropriate licensure Department of Children, Youth, and Families (DCYF). If your school plans to offer a grade or grades in future school years, please apply for private school approval at least 90 days before you plan to offer a grade or grades.

Do you plan to offer at least one grade or grades during the 2024 - 2025 school year?

- ☐ Yes
- ☐ No

11) Is this campus or location an early learning satellite affiliated with a main campus that offers at least one grade level?

- ☐ Yes
- ☐ No

[If the responses to questions 10 and 11 are both "no," the applicant will be sent to the end of the application, as your school will not be eligible for approval.]

Staffing Report

12) Have any teachers been hired for the 2024 - 2025 school year?

☐ Yes

☐ No

13) Staffing Report [This question will only be displayed if you answered "yes" to #12, "Have any teachers been hired for the 2024 - 2025 school year?"]

Note: Teaching staff, including at least one Washington state certificated teacher, must be in place by the opening of the school.

Will all of the educational staff at this school be Washington state certificated?

☐ Yes

☐ No

How many full time Washington state certificated staff will be teaching at your school in 2024 - 2025?

How many full time teachers who are not certificated in Washington state will be teaching at your school in 2024 - 2025?

The following question will only be displayed if you answer "0" to "How many full time Washington state certificated staff will be teaching at your school in 2024 - 2025?":

While exceptions are available for teaching personnel on an individual basis, all classroom teachers are required to hold an appropriate Washington state certification ([RCW 28A.195.010 \(3\)](#) and [WAC 180-90-160 \(1\)\(c\)](#)). For clarification, see: [Teacher Certification Requirement for Private Schools](#).

Note that Washington state law requires that a private school "employs at least one Washington state certified teacher, administrator, or superintendent who provides general supervision to any non-Washington state certificated teacher." [WAC 180-90-112;\(5\)\(b\)\(ii\)](#). **Please provide an explanation for deviation from the law and a timeline for coming into compliance.**

14) If your school will employ teachers who are not certificated in Washington state, you must upload a completed [Staffing Report Form](#), which will include:

- The name of each non-Washington state certificated teacher.

- The circumstances by which the private school program is improved by employing the non-Washington state certificated teachers.
- The name of the Washington state certificated educator who will supervise this teacher.
- The certification number of the Washington state certificated educator who will supervise this teacher.

Note that while exceptions are available for teaching personnel on an individual basis, all classroom teachers are required to hold an appropriate Washington state certification ([RCW 28A.195.010 \(3\)](#) and [WAC 180-90-160 \(1\)\(c\)](#)). For clarification, see: [Teacher Certification Requirement for Private Schools](#).

You must use the [staffing report](#) form provided. [New schools may disregard the "building code" column. Your school building code will be assigned after the State Board of Education votes to provisionally or fully approve your school.]

Be sure to upload only .xls or .xlsx format reports. [Schools frequently experience issues using Google Chrome. If you are unable to download or upload your staffing report, please try a different browser.]

Inspections for New Schools

[In this section, you will be asked to upload both health and fire inspection paperwork OR a letter explaining a timeline for your inspection/s. If you upload a letter, you will then need to email inspection paperwork to the private school manager as soon as it is available. If these missing materials are **received by June 7, 2024**, and there are no deviations, your school will be recommended for full approval at the [June 2024 Board Meeting](#). If you are unable to supply missing inspection paperwork by June 7, your school will be recommended for **provisional approval, which will expire after 90 days**.]

Note: Ensure that your school is retaining documentation of inspections. [WAC 180-90-160](#): "The physical facilities of the school are adequate to meet the program offered, and all school facilities and practices are in compliance with all reasonable health requirements and all reasonable fire safety requirements, as defined in [WAC 180-90-112](#), and substantiated as required by **current inspection reports of appropriate health and fire safety officials which are on file in the school or district administrator's office**;"

15) Please upload documentation of your **most recent health inspection**, signed by the appropriate county health department official. [WAC 180-90-160:\(1\)\(f\)](#)

If health inspections are pending, **please attach a detailed letter** indicating the current status of your school, including the date/s or estimated date/s of the upcoming school year inspections.

PDF preferred. Only .pdf, .jpg, .jpeg, .png, and .gif file types are enabled for upload.

16) Please upload documentation of your **most recent fire inspection**, signed by the appropriate county or city fire department official. [WAC 180-90-160:\(1\)\(f\)](#)

If fire inspections are pending, **please attach a detailed letter** indicating the current status of your school, including the date/s or estimated date/s of the upcoming school year inspections.

PDF preferred. Only .pdf, .jpg, .jpeg, .png, and .gif file types are enabled for upload.

[Schools frequently experience issues using Google Chrome. If you are unable to download or upload your staffing report, please try a different browser.]

Minimum Requirements

17) Do you certify, by indicating in the check boxes below, that each of the following requirements are met by the private school?

(If a requirement is not currently being met, you are asked to provide an explanation, as well as a description of how the issue will be addressed.)

☐ The minimum school year for instructional purposes shall consist of no fewer than 180 school days or the equivalent in annual minimum instructional hour offerings, with a school-wide annual average total instructional hour offering of 1,000 hours for students enrolled in grades one through 12 and at least 450 hours for students enrolled in kindergarten, as prescribed in WAC 180-90-112:(4), WAC 180-90-160:(1)(a), and WAC 180-90-160:(1)(b).

☐ On each school day, pupils enrolled in the school are provided the opportunity to be engaged in educational activity planned by and under the direction of the staff, as directed by the administration and/or governing board. WAC 180-90-160:(1)(b)

☐ All classroom teachers hold appropriate Washington State certification or meet the definition of a non- Washington State certificated teacher in WAC 180-90-112:(5)(a-d). WAC 180-90-160:(1)(c)

☐ Measures have been taken to safeguard all permanent records against loss or damage through either the storage of such records in fire-resistant containers or facilities or the retention of duplicates in a separate and distinct area. WAC 180-90-160:(1)(e)

☐ The physical facilities of the school are adequate to meet the program offered, and all school facilities and practices are in substantial compliance with reasonable health and fire safety standards, and substantiated by current inspection reports of appropriate health and fire safety officials which are on file in the chief administrator's office, and available upon request. WAC 180-90-160:(1)(f)

☐ The school's curriculum includes instruction in the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of appreciation of art and music in sufficient units for meeting State Board of Education graduation requirements, as set forth in Chapter 180-51 WAC. The school's curriculum is available upon request. WAC 180-90-160:(1)(g)

☐ The school or its organized district maintains up-to-date policy statements related to the administration and operation of the school or district. The policy statements are available to

parents and guardians, and can be provided to the State Board of Education upon request. WAC 180-90-160:(1)(h)

☐ The school does not engage in a policy of racial segregation or discrimination. WAC 180-90-160:(1)(i)

☐ The governing authority of this private school or private school district has been apprised of the requirements of Chapter 180-90 WAC: relating to the minimum requirements for approval of private schools. If there are any deviations from the requirements of Chapter 180-90 WAC: in (13), the governing authority of the private school or district has been informed. WAC 180-90-160:(1)(j)

☐ The initial attendance of every student is conditioned on presentation of immunization records as set forth in RCW 28A.210.080.

☐ The school will comply with the requirements and legal obligations that private schools are subject to, including those enumerated in Chapter 28A.195 RCW and Chapter 180-90 WAC.

☐ The above requirements will be maintained throughout the 2024-2025 school year. (Approval by the State Board of Education is contingent upon on-going compliance with these requirements.) WAC 180-90-160:(2)

18) Does the person completing this application certify that they have carefully read the requirements of private schools in the prior question and that they meet all of the requirements?

Note: Answering no will prompt an opportunity to explain the situation.

☐ Yes

☐ No

[If you check "Yes" here but have not agreed to one or more of the Minimum Requirements above, you will be contacted by the private schools manager to offer an explanation for the deviation.]

19) If any of the requirements in the prior question were not met, what is the explanation? Please include a timeline indicating how the requirement will be met.

The State Board of Education may consider granting full or provisional approval. Provisional approval would be granted for the period of time the Board determines is necessary to correct the deviations. If the Board determines the deviations are unacceptable, approval will be withheld.

20) Will all classroom teachers and staff who have regularly scheduled unsupervised contact with children have a Washington State background check prior to the start of school? (See RCW 28A.195.080)

☐ Yes

☐ No

21) Will the school ensure that every student is in compliance with the immunization requirements set forth in RCW 28A.210.060; through RCW 28A.210.170 and Chapter 246-105 WAC; and that the school will file the required annual immunization report to the Department of Health?

☐ Yes

☐ No

22) Does your school plan to operate a homeschool extension program for parents, guardians, or persons having legal custody of a child to teach children in their custody?

If so, the extension program must meet each of the following requirements in WAC 180-90-160:(1)(d):

1. The parent, guardian, or custodian is supervised by an educator certified under chapter 28A.410 RCW who is employed by the school.
2. The planning by the certified educator and the parent, guardian, or person having legal custody includes objectives consistent with the operation and curriculum of the private school.
3. The certified educator spends a minimum average each month of one contact hour per week with each student under his/her supervision who is enrolled in the extension program.
4. Each student's progress is evaluated by the certified educator.
5. The certified educator does not supervise more than 30 students enrolled in the approved private school's extension program.

☐ Yes

☐ No

Review the Application

[At this point you will be given the opportunity to review your answers before uploading your Certificate of Compliance on the next page and then submitting your application. Your application is not complete until you click "Submit" on the next page.]

Private School Certification of Compliance

NOTE: A significant number of applications are submitted with blank Certificates of Compliance. After you download and print the form, be sure to name the signed document in such a way that you will be able to identify it for upload, and save the form in an easily accessible place. If you submit your application with a blank Certificate of Compliance, you will be contacted by the private schools manager, and your application will not be eligible for a recommendation of approval until the completed form is received.

23) By submitting this form, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct. I understand that failure to comply with the requirements of

private school law and this certification may result in the revocation of the approval of the private school by the State Board of Education. If any deviation from these standards occurs after the action taken by the State Board of Education, I will notify the State Board of Education in writing or email (private.schools@k12.wa.us) within 30 days of the occurrence of the deviation.

Enter your name: [The person responsible for completing the application should be named here.]

Enter the date (MM/DD/YYYY):

24) In addition to submitting this form, a complete application must include a signed and dated Private School Certificate of Compliance signature page. After printing, please sign it, then scan or take a picture of the form. Please upload the signed form.

[The Head of School signs the Certificate of Compliance, even if the application itself was completed by other school personnel, named above.]

Please try a different browser if you have difficulty either downloading or uploading the form.

PDF is preferred. Only .pdf, .jpg, .jpeg, .png, and .gif file types are enabled for upload.

[Schools frequently experience issues using Google Chrome. If you are unable to download or upload your staffing report, please try a different browser.]

25) If you would like to explain any answers or if you have suggestions concerning this application, please provide that information here.

26) If you would like a copy of the application to be sent to any school personnel in addition to the Head of School, please enter the email address below.

[You must click "Submit" after you upload your certificate of compliance in order to complete your application.]

Confirmation of Completion

Your confirmation email will indicate that your application is complete. You will be able to check the status of your application on the Private School Approval webpage, which will be updated once a week.

If there are any problems with your application, you will be contacted by the private schools manager and given ample time to address issues. **Please see below for important information.**

Thank you for submitting the 2024 - 2025 Private School Approval Application.

To Correct an Error

If you find an error after you've submitted your application, please **email the private schools manager** to **request a unique link to your application**. You will not be able to log into the renewing application again, and will only be able to access your application with this unique link.

Missing or Additional Application Materials

If you need to attach additional materials to your application after it has been submitted, such as staffing reports or inspection paperwork, please **email them to the private schools manager**.

Timeline for Approval

- April 1: Approval Applications Due
- June 7: Missing application materials due (staffing and / or inspection paperwork)
- June 25 - 27: The State Board of Education will vote to either fully or provisionally approve private schools at the June 2024 Board Meeting
- July 15: 2024 - 2025 Approval Certificates available for download on the Private Schools Website

Full vs. Provisional Approval

If missing application materials are **received by June 7th**, and there are no deviations, your school will be recommended for full approval at the June 2024 Board Meeting. If you are unable to supply missing materials by June 7th, at the June board meeting your school will be recommended for **provisional approval, which will expire after 90 days**.

Late Applications

Late applications will be reviewed at the August meeting. Note that per WAC 180-90-130, at least 90 days before the beginning of the annual school term or period, the school "shall file with the state board of education a certificate of compliance as set forth in WAC 180-90-160."

Certificates of Approval

Certificates will be **available for download** on the private schools webpage. Certificates will be posted as a bundle for all approved schools. You will be able to find and print your school's certificate by scrolling through or using the find function, "CTRL-F." This document demonstrates to the public that you are a private school approved by the State of Washington.

Web Badge

Fully approved schools may contact the private schools manager for a web badge indicating approval.
