



SAMPLE 2024 - 2025 Renewing Private School Approval Application

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

Before You Begin

This application is due April 1, 2024. Note that renewing private schools will submit a **separate application for each campus or location** using its unique building code as the password.

Who should complete this application?

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

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

- 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

Why do schools need to log into this application?

- Logging in assures access to your partially pre-filled survey and also eliminates the need to complete the application in one sitting – your information will automatically be saved. When you return to the survey, **you will be taken to the last page you completed in full**, but you'll still be able to go back to previous pages if you need to make changes.

How to Log In

- **Username** – Head of School email address

For all State Board of Education processes, the Head of School email address functions as the username. Use the email address submitted on the 2023 - 2024 application OR the current Head of School email address if your school has not had a change in leadership or your information was updated before February 15, 2024.

- **Password** – School Building Code

Required Paperwork

You will be asked to upload a Certificate of Compliance to your approval application, and you may be asked to upload a Staffing Report and / or inspection documentation. 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.

If you have further questions, please refer to the private school website or contact the private schools manager. Technical glitches with the application itself can occasionally be solved by consulting Alchemer Support | Alchemer Help.

School and Head of School Information

1) Please confirm the legal name and physical address of the school.

School Name:

Street Address:

City:

State:

ZIP Code:

County:

2) I have reviewed our school information, and it is accurate.

Yes

3) Please confirm the front office or primary contact information for your school.

School Email:

School's Main Phone:

School Website:

4) I have reviewed our contact information, and it is accurate.

Yes

5) School Details

Has the school undergone an extensive renovation of its facilities since the prior application process?

Yes

No

Has the school changed locations since the prior approval process?

Yes

No

In which public school district is the school located?

Has the school changed names since the prior approval period?

Yes

No

What is the prior name of the school?

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.

6) The state does not hold or maintain any student records. However, the State Board of Education regularly communicates with individuals seeking their student records from closed private schools.

In the event that your school should need to close, what is your school's plan for the disposition of student records, so that we may assist future graduates in procuring needed documents?

7) 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:

8) Head of School

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:

9) Additional Contacts

In addition to your Head of School and main office staff, who should be receiving communications from the State Board of Education?

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.

Name of Additional Contact:

Title of Additional Contact:

Email Address for Additional Contact:

School Offerings

10) 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
- Boarding Program (students living on campus)
- Gifted Program
- Special Education Program
- Online Program
- Home-Based Extension
- Other - Write In:
- None

11) 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

12) Is the school currently 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

13) 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

14) [Note that this question will only be displayed if the response to question #13 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 private school approval.**

Is your school temporarily unable to offer any grades for the 2024 - 2025 school year, but planning to offer a grade or grades in the future?

Yes

No

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

Yes

No

15) If you do not plan to offer at least one grade in any future years, or if your school is not affiliated with a larger private school system that offers at least one grade, you may finish your application on the next page. **Please complete a Private School Closure Form.**

Contact the [private schools manager](#) with any questions.

School Staffing

16) Staffing Report

Will all of the teachers at this school hold Washington state certification?

Yes

No

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

17) [This question will only be displayed if you answered "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.**

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

19) [This question will only be displayed if you answered "No" to question #16, "Will all of the teachers at this school hold Washington state certification?"]

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.

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 Schools that are Moving or Undergoing Major Renovation

You will only be asked to complete this section if you answered "yes" to question #5, "Has the school changed locations since the prior approval process?" If you answered "no," you will be moved ahead in the application to the next section, Health and Fire Inspections.

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 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 inspection paperwork by June 7th, 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;**"

20) If you have moved or have completed a major renovation, please **upload documentation of your most recent health inspection**, signed by the appropriate county health department official. WAC 180-90-160:(1)(f)

If you are moving or undergoing a major renovation and you need to explain the plan for upcoming inspection, **please attach a letter explaining the date or estimated date of the upcoming school year inspection.**

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

21) If you have moved or have completed a major renovation, please **upload documentation of your most recent fire inspection**, signed by the appropriate county health department official. WAC 180-90-160:(1)(f)

If you are moving or undergoing a major renovation and you need to explain the plan for upcoming inspection, **please attach a letter explaining the date or estimated date of the upcoming school year inspection.**

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.]

Health and Fire Inspections

[You will only be asked to complete this section if you answered “no” to questions in #5 concerning a change in location or major renovations. Note that you will not need to upload documents here.]

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;**”

22) Health inspection: I certify that...

- This private school has been inspected by a county health department. If violations of the health code were found, the school is taking corrective action as deemed necessary by the inspector. [Checking this option will skip you ahead to question #26.]
- Other – checking this will lead to further response options.

Note: It is your responsibility to ensure that your private school meets local and state health code requirements and any other requirements.

23) 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.

[Questions #24 and #25 have been intentionally removed.]

26) Health inspection: Please identify the county health department that conducted the environmental health inspection.

27) Health inspection: When was the last inspection of this private school conducted by a county health department? [A dropdown list of years will appear here. You will not need to know the exact date.]

28) Fire inspection: I certify that...

This private school has been inspected by a licensed fire inspector or appropriate governmental fire inspection organization within the last three years. If violations of fire or health code were found, the school is taking corrective action as deemed necessary by the inspector.
[Checking this option will skip you ahead to question #32.]

Other – checking this will lead to further response options.

Note: It is your responsibility to ensure that your private school meets local and state fire code requirements and any other requirements.

29) 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.

[Questions #30 and #31 have been intentionally removed.]

32) Fire inspection: Please identify the licensed fire inspector or appropriate governmental fire inspection organization that inspected the private school.

County Governmental Fire Inspector:

City Governmental Fire Inspector:

Other Licensed Fire Inspector:

33) Fire inspection: When was the last inspection of this private school conducted by a licensed fire inspector or an appropriate governmental inspection organization? [A dropdown list of years will appear here. You will not need to know the exact date.]

Minimum Requirements

34) 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)

35) 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.]

36) 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.

37) 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

38) 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

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

Yes

No

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.

Annual 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.

40) 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 by email 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):

41) 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.]

42) If you would like a copy of the application to be sent to any staff in addition to your Head of School, please enter their 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.
