

# Private School Application

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## Introduction to Private School Application

Thank you for starting the Private School Application for the 2019-2020 school year. Please note that there is not a "save progress" option. A PDF copy is available so that you can preview what questions will be asked before you begin. Near the end of the application, you will be asked to upload three documents:

1. Your most recent Health and Safety Inspection.
2. Your most recent Fire Inspection.
3. [Certificate of Compliance Signature Page](#) that can be downloaded.

Before you begin, we suggest reviewing the questions that will be asked on this application which is posted on the [private schools webpage](#). There are approximately 30 questions and, if you have all of your information together, this application will take 30 minutes to one hour to complete. If you have questions about the private school application, please contact [private.schools@k12.wa.us](mailto:private.schools@k12.wa.us)

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## School and Head of School Information

1) What is the name of the school?\*

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2) What is the address of the school?\*

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zipcode: \_\_\_\_\_

3) If different from the school address, what is the mailing address?

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zipcode: \_\_\_\_\_

4) In which public school district is the private school located?

(If in doubt, please contact local public school districts for information on district boundaries.

OSPI provides a [map of district boundaries and contact information](#)).\*

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5) What is the school's telephone number?

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6) What is the school website?

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7) Does this private school have multiple campuses with different addresses?\*

Yes

No

**(Question 8 is only for schools that have multiple campuses with different addresses)**

8) What are the addresses of the other campuses? Use the "add another" button as needed.

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What is the street address of the other campus?\*

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What city is the other campus located in?\*

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What is the zipcode of the other campus?\*

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In which public school district is the private school campus located?

(If in doubt, please contact local public school districts for information on district boundaries.

OSPI provides a [map of district boundaries and contact information](#)).\*:

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9) Is this a new school or renewing school?\*

New School

Renewing School

**(Question 10 is only for Renewing Schools)**

10) What is the private school's school code (building code)?

The school code can be found in [OSPI EDS Directory Information](#).

Use the "Organization Category" dropdown box to select Private School.

Use the "Organization Name" text field to enter the name of the school, then the result of that search will populate in the lower part of that page.

On the left-hand side of the search results, you will see the name of the school followed by the school code in parentheses.

Enter the school code found in the parentheses.

If you have questions about finding your school code, please contact

[customersupport@k12.wa.us](mailto:customersupport@k12.wa.us)\*

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11) Is your school for profit or non-profit?

If your private school is non-profit and intends to apply for participation in federal programs, please visit the [OSPI page on private schools' participation in federal programs](#).\*

- For profit
- Non-profit

12) What is the UBI (Unified Business Identifier) number for the school? UBI numbers can be located or created at the [Department of Licensing](#).

\_\_\_\_\_

13) If applicable, what is the person or entity that is the owner of this school?  
What is the name of the person or entity that is the owner of the private school?:

\_\_\_\_\_

What is the address of the person or entity that is the owner of the private school?

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zipcode: \_\_\_\_\_

14) 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 2019-2020 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.

\*

What is your name? (Head of School)\*:

\_\_\_\_\_

What is your email address? (Head of School)\*:

\_\_\_\_\_

What is your telephone number? (Head of School)\*:

\_\_\_\_\_

15) Are there additional contacts that you would like to list for this private school? (Leave blank if you do not have an alternative contact. Use "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?:

\_\_\_\_\_

\_\_\_\_\_

## New School Information

**(Questions in this section is only for new schools)**

16) Does the school have non-Washington state certificated teacher(s)?\*

Yes

No

**(Question 17 is only for new schools with non-Washington state certificated teachers)**

17) What are the names of non-Washington state certificated teachers and explain the circumstances by which the private school program is improved by employing the non-Washington state certificated teachers? Please list using the "add another" button as needed.\*

What is the name of the non-Washington state certificated teacher?:

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Which of the following two options applies to this teacher?

A teacher of religious courses with no counterpart in public schools

A person of unusual competence with at least a baccalaureate degree or a minimum of one year of experience in a specialized field, who is supervised by a Washington state certificated educator

Who is the Washington state certificated educator who will supervise this teacher?:

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What is the certification number of the Washington state certificated educator who will supervise this teacher?: \_\_\_\_\_

18) What is the new private school's date of opening? (Answer format is MM/DD/YYYY)\*

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## School Offerings Information

19) Which of the following does the school offer? (check all that apply)

preschool

boarding program (students living on campus)

gifted program

special education program

online program

home-based extension

20) Which grades are conducted at the school? (check all that apply)\*

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

21) What is the projected enrollment of preschool?

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22) What is the projected enrollment of grades K-12?\*

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23) Is the school accredited by an accrediting organization? Please check the boxes for applicable accreditation organization(s).

- Association of Christian Schools International (ACSI)
  - American Montessori Society (AMS)
  - Association of Waldorf Schools of North America (AWSNA)
  - Christian Schools International (CSI)
  - National Lutheran School Accreditation (NLSA)
  - Northwest Accreditation Commission (NWAC - associated with AdvancED)
  - Northwest Association of Independent Schools (NWAIS)
  - Seventh Day Adventist (SDA)
  - Western Catholic Education Association (WCEA)
  - Other - Write In: \_\_\_\_\_
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## Minimum Requirements

24) 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 in the application below, as well as a description of how the deviation will be addressed.)\*

- The minimum school year for instructional purposes shall consist of no less 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. (You will be asked to upload documentation of fire and health and safety inspections as part of this application.) 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 above requirements will be maintained throughout the 2019-2020 school year. (Approval by the State Board of Education is contingent upon on-going compliance with these requirements.) WAC 180-90-160(2)

25) If any of the requirements in the prior question were not met, what is the explanation of the deviation? Please include a timeline indicating how and when the deviation will be corrected.

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.

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26) 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

27) Does your school plan to operate an 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

28) Please **upload** documentation of your most recent fire inspection, signed by the appropriate local official. WAC 180-90-160(1)(f)

(Only .pdf (.pdf is preferred), .jpg, .jpeg, .png, and .gif file types are enabled for upload, with a maximum file size of 2MB.)

29) Please **upload** documentation of your most recent health and safety inspection, signed by the appropriate local official? WAC 180-90-160(1)(f)

(Only .pdf (.pdf is preferred), .jpg, .jpeg, .png, and .gif file types are enabled for upload, with a maximum file size of 2MB)\*

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## Annual Private School Certification of Compliance

30) 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](mailto:private.schools@k12.wa.us)) within 30 days of the

occurrence of the deviation.

31) In addition to submitting this form, a complete application must include a signed and dated Private School Certificate of Compliance Signature Form. **Please link to, and print a [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.**

(Only .pdf (.pdf is preferred), .jpg, .jpeg, .png, and .gif file types are enabled for upload, with a maximum file size of 2MB.)

**Once you fill out the application, you will have an opportunity to review all your entered information prior to submitting.**

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## **Annual Private School Certification of Compliance**

Thank you for submitting your private school annual approval application. Action to approve private schools will be taken by the State Board of Education at the May and July Board meetings.

Please be aware that additional reports may be required by the Office of Superintendent of Public Instruction and the Department of Health, and could affect private school approval status if incomplete. More information on annual reporting requirements is available on the State Board of Education [private schools webpage](#).

If your private school is interested in becoming a clock hour provider, please follow the directions at [OSPI Certification](#) to get started.

If your private school is non-profit and intends to apply for participation in federal programs, please visit the [OSPI page on private schools' participation in federal programs](#).

If you have questions about your application email [private.schools@k12.wa.us](mailto:private.schools@k12.wa.us).

**You will receive an email confirmation that your application was received.**

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