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| Washington State Board of Education | The Washington State Board of Education  An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning |

# Private School Change of Information Form

This form provides the State Board of Education with notification that the Head of School, the school’s address, the contact information for the school, or the contact information for the Head of School has changed. Fill out all information that applies to the change. Leave blank anything that does not apply. **NOTE: This form may not be used for changing the name of the school. Schools whose name change should apply as a new school during the new school application period (February 15 to March 15 of each year).**

Please fill out this form, sign it, scan it and email [private.schools@k12.wa.us](mailto:private.school@k12.wa.us). **Email is preferred**, but you may send a hardcopy to: Private Schools, State Board of Education, PO Box 47206, Olympia WA 98504-7206.

1. Name of School: Click or tap here to enter text.
2. What information has changed for the school (check all that apply)?:

Head of School (the private school Head of School is the principal or other school office who takes responsibility for accurately reporting and communicating information about the school to the State Board of Education)

Head of School Contact Information

School Address

School Contact Information

1. The Head of School has changed:

| * 1. Name of the previous Head of School: | Click or tap here to enter text. |
| --- | --- |
| * 1. Name of the new Head of School: | Click or tap here to enter text. |
| * 1. Effective date of change: | Click or tap here to enter text. |

1. The Head of School contact information has changed:

| * 1. Previous email contact: | Click or tap here to enter text. |
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| * 1. Previous telephone contact: | Click or tap here to enter text. |
| * 1. New email contact: | Click or tap here to enter text. |
| * 1. New telephone number: | Click or tap here to enter text. |

1. School address change:
   1. Previous street address: Click or tap here to enter text.
   2. New street address: Click or tap here to enter text.
   3. Previous mailing address (if different from street address): Click or tap here to enter text.
   4. New mailing address (if different from street address): Click or tap here to enter text.
2. School contact information:
   1. Main school telephone number: Click or tap here to enter text.
   2. Main school email: Click or tap here to enter text.
   3. Contact information of school personnel (if any) who should receive notices from the State Board of Education in addition to the Head of School:
      1. Alternate Contact Name: Click or tap here to enter text.
         1. Title: Click or tap here to enter text.
         2. Email: Click or tap here to enter text.
3. Signature and Certification:

I certify under penalty of perjury, under laws of Washington state, that the foregoing is true and correct.

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Signature **(please sign prior to scanning)**

Click or tap here to enter text.

Name, Title

Click or tap to enter a date.

Date

**Please fill out this form, sign and date it, scan it, and email the form to** [**private.schools@k12.wa.us**](mailto:private.schools@k12.wa.us)**. Email is preferred, but you may send a hard copy to Private Schools, State Board of Education, PO Box 47206, Olympia WA 98504-7206.**