

2023-2024 New Private School Application

[Links to both the New and Renewing School Applications will be [available online March 1, 2023](#) and are due April 28, 2023.]

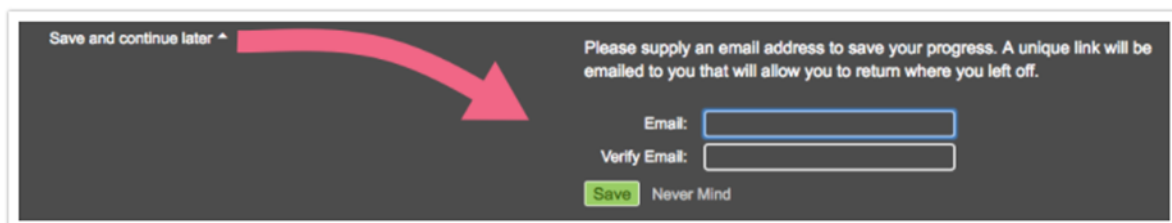
Before You Begin

Thank you for completing the 2023 - 2024 Private School Approval Application.

This application is for the approval of new private schools or existing private schools opening a new campus or location.

Please use the Renewing Private School Application, logging in with your username (head of school email address) and password (building code), if you represent an approved school with a building code, or if you wish to change the name of your school.

If you cannot complete your application in one sitting, please 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:



The screenshot shows a dark grey toolbar with a dropdown menu labeled "Save and continue later" with an upward arrow. A pink arrow points from the dropdown to the right. To the right, there is a text prompt: "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." Below this are two input fields: "Email:" and "Verify Email:". At the bottom left of the toolbar is a green "Save" button, and at the bottom right is the text "Never Mind".

Required Paperwork

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

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 inspection timeline.
- Be sure to retain documentation of health and fire inspections in the school's main office.
- [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](#), including the following information.
- 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.

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 primary contact information of the school.*

School Name:

Street Address:

City:

State:

ZIP Code:

County:

Email:

School's Main Phone:

Website:

2) In which public school district is the school located?

3) Is your school for profit or non-profit?*

For profit

Not for profit

4) In the event that your school should need to close, what is your school's plan for the disposition of student records?

Please be sure to clarify the specific responsible party, with contact information, for your plan. A sister school, accreditation organization, associated church, or records firm such as [Parchment](#) are examples of appropriate holding locations to fulfill this obligation. Note that no student records will be retained at the state level, and Washington Federation of Independent Schools (WFIS) is not able to receive school records in the event of closure.*

5) 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) 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:

7) 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 2023-2024 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.*

What is your name? (Head of School)

What is your email address? (Head of School)

What is your office telephone number? (Head of School)

8) Additional Contacts

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

(Leave blank if you do not have an alternative contact. 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 Information

9) 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
- Homeschool Extension
- Other - Write In (Required):
- None

10) Will the school seek accreditation by any of the following accrediting organizations? If so, please indicate which organizations.

- 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)
- National Lutheran School Accreditation (NLSA)
- Cognia (Previously AdvancED or Northwest Accreditation Commission)

- Northwest Association of Independent Schools (NWAIS)
- Seventh Day Adventist (SDA)
- Western Catholic Education Association (WCEA)
- Other - Write In:
- None

11) Which grades will be conducted at the school for the 2023-2024 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 (DCYF to see if early learning licensure is applicable)
- 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

[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 will only offer preschool and kindergarten, you do not need approval as a private school.]

If your school will operate an early learning program and does not plan to offer any grades for the 2023 - 2024 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 wait to apply for private school approval at least 90 days before you plan to offer a grade or grades.]

Staffing Report

12) Have any teachers been hired for the 2023-2024 school year?

Yes

No

13) Staffing Report

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 Washington certificated staff will be employed by the school?*

How many non-certificated teachers will be employed by the school?*

14) If your school will employ teachers who are not certificated in Washington state, you must upload a completed 2023-2024 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: Please use the [staffing report](#) form provided.

[New schools may disregard the “building code” column. Your school’s building code will be assigned after the State Board of Education votes to provisionally or fully approve your school.]

Inspections for New Schools

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 you need to explain the plan for an upcoming inspection, please attach a letter indicating the date or estimated date of the upcoming school year inspection.

Only .pdf (.pdf is preferred), .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 health department official. [WAC 180-90-160:\(1\)\(f\)](#)

If you need to explain the plan for an upcoming inspection, please attach a letter indicating the date or estimated date of the upcoming school year inspection.

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

Health and Fire Inspections

17) Health inspection: I certify that...

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

This private school has been inspected by a county health department. If violations of fire or health code were found, the school is taking corrective action as deemed necessary by the inspector.

Other response (checking this will lead to further response options)

18) Health inspection: What is the current status of the health inspection of the private school?*

This private school has not been inspected by a county health department.

This private school has been inspected by a county health department but is unable to take corrective action to resolve the violations identified by the inspector.

19) Health inspection: Why was the private school unable to have the building(s) inspected?

- There was a fee for the health inspection that the school was unable to afford within reason.
- The county health department was not able to schedule a fire inspection before the application deadline. This school will follow up on having an inspection completed as soon as possible.
- There was a change in leadership or other major challenge at the school. The school is attempting to schedule a health inspection now.
- This private school has been inspected by a county health department but not within three years.

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

21) Health inspection: When was the last inspection of this private school conducted by a county health department?

22) Fire inspection: I certify that...

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

- This private school has been inspected by a licensed fire inspector or appropriate governmental fire inspection organization. If violations of fire or health code were found, the school is taking corrective action as deemed necessary by the inspector.
- Other response (checking this will lead to further response options)

23) Fire inspection: What is the current status of the fire inspection of the private school? Selecting an option will lead to follow-up questions.*

- This private school has not been inspected by a licensed fire inspector or governmental fire inspection organization.
- This private school has been inspected by a licensed fire inspector or governmental fire inspection organization but is unable to take corrective action to resolve the violations identified by the inspector.
- This private school has attempted to schedule an inspection by a licensed fire inspector or governmental fire inspection organization but was unable to have the school inspected.

24) Fire inspection: Why was the private school unable to have the school inspected?*

- There was a fee for the fire inspection that the school was unable to afford within reason.
- The appropriate licensed fire inspector or appropriate governmental fire inspection organization was not able to schedule a fire inspection before the application deadline. This school will follow up on having an inspection completed as soon as possible.

There are no fire inspections available by a licensed fire inspector or governmental fire inspection organization in the school's area. The private school did contact county and city building code officials.

The private school has been inspected by a licensed fire inspector or governmental fire inspection organization but not within the last three years.

25) 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:

26) Fire inspection: When was the last inspection of this private school conducted by a licensed fire inspector or an appropriate governmental inspection organization?*

Minimum Requirements

27) 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 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 2023-2024 school year. (Approval by the State Board of Education is contingent upon on-going compliance with these requirements.) [WAC 180-90-160:\(2\)](#)

28) 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

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.

30) 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

31) 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

32) 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?

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 and then submitting your application.]

Annual Private School Certification of Compliance

33) 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:

Enter the date (MM/DD/YYYY):

34) 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.

Note that regardless of who completes the approval application, **the Head of School signs this document.** By signing this document, you certify that your private school will be in compliance with all requirements.

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

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

36) If you would like a copy of the application to be sent to an email address in addition to the email address of the Head of School, please enter that email address below.

More About Annual Private School Certification of Compliance

You will receive a confirmation email after your application is submitted, at which point you may assume your application file is complete. If there are any issues with your application, you will be contacted by the private schools manager and given ample time to complete your application file.

At the end of the application, you will be asked to upload the [Certificate of Compliance Signature page](#). Note that regardless of who completes the approval application, **the Head of School signs this document**. By signing this document, you certify that your private school will be in compliance with all requirements.

Approval Notification & Certificates

Applications are due April 28, 2023. Although late applications will be reviewed and presented to the board for approval, 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](#).”

Depending on when your application is submitted, the State Board of Education will review and vote to either fully or provisionally approve private schools at the [April or June meeting](#). Late applications will be considered at the August meeting.

You will be notified of your approval within two weeks of the meeting. Note that we do not email Certificates of Approval to schools.

Certificates of Approval 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.

Schools may contact the [private schools manager](#) for a web badge indicating approval.
