# Private School Application 2020-2021

## Introduction to Private School Application

## School and Head of School Information

#### 1) What is the name, physical address, and primary contact information of the school? Note: If your school has multiple campuses, please enter information for the main campus in this question.\*

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School's Main Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 2) ****School Details**** Note: Additional campuses are now being assigned unique school building codes from the parent campuses. You can still apply with one application for multiple campuses but will have to answer questions about each campus.\*

#### Is this a new or renewing school?\*

( ) New

( ) Renewing

#### 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? (If in doubt, please contact local public school districts for information on district boundaries. OSPI provides a [map of district boundaries and contact information](http://k12.wa.us/Maps/default.aspx)). Note: If the school has multiple campuses, enter information for the main campus in this question.\*

#### (Select Public School District)

#### Does your school have multiple campuses? See note above.\*

( ) Yes

( ) No

#### Has the school changed names since the prior approval process?\*

( ) Yes

( ) No

What is the prior name of the school?\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When is the new private school opening? Use MMDDYYYY format.\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did the school open? Use the year only in YYYY format.\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 3) ****CAREFULLY CHECK AND ANSWER - IMPORTANT**** What is the private school's school code (building code)?

### The school code can be found in [OSPI EDS Directory Information.](https://eds.ospi.k12.wa.us/Directory.aspx)

### 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 or if you have think you may have two building codes, please contact [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) Note: This question uses validation to ensure that you are entering a correct school building code. If the application does not allow you past this question, you are entering an incorrect school building code. If you are a renewing school that is unable to locate your school building code, you will need to resolve that issue before proceeding with the application.\*

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#### 4) 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](http://www.k12.wa.us/ESEA/PrivateSchools.aspx).\*

( ) For profit

( ) Non-profit

### 5) If the school were to close unexpectedly, where would you plan to transfer records to? If possible, please provide contact information or briefly describe your plan. Note: If your school closes or no longer offers at least one grade level of grades 1-12, complete a school closure form that includes information about where the records were transferred to and how students or families can request records.\*

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### 6) What is the UBI (Unified Business Identifier) number for the school? UBI numbers can be located or created at the [Department of Licensing](http://bls.dor.wa.gov/).

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#### 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) 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 2020-2021 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)\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 9) 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?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Additional Campuses [This page will only appear for schools that indicated that they have additional campuses)

### 10) What is the name, physical address, and contact information the additional campus(es)? Please use the "add another" button for each additional campus. Note: If answers are the same as the parent campus, please re-enter it below.\*

Name of School at Additional Campus\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Zip Code\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAREFULLY CHECK AND ANSWER - IMPORTANT**  
What is the additional campus' school code (building code)?

1. The school code can be found in [OSPI EDS Directory Information.](https://eds.ospi.k12.wa.us/Directory.aspx)
2. Use the "Organization Category" dropdown box to select Private School.
3. 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.
4. On the left-hand side of the search results, you will see the name of the school followed by the school code in parentheses.
5. Enter the school code found in the parentheses.

If you have questions about finding your school code or if you have think you may have two building codes, please contact [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us)  
  
Note: This question uses validation to ensure that you are entering a correct school building code. If the application does not allow you past this question, you are entering an incorrect school building code. If you are a renewing school that is unable to locate your school building code, you will need to resolve that issue before proceeding with the application. If you have checked for the school building code for the additional campus and one does not yet exist, you may enter "Not Available" into the textbox below and SBE staff will create a school building code for the additional campus after your application has been processed.\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### The school certifies that it has checked the EDS directory for an existing building code. Was the school able to find a building code unique from the parent campus for this additional campus?  \*

( ) Yes

( ) No

#### I certify that this additional campus has received a health inspection by the county health department within the last three years and/or according to local health code.\*

( ) Yes

( ) No

Date of opening of additional campus. Use MMDDYYYY format.\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### I certify that this additional campus has received a fire inspection by a licensed fire inspector or appropriate governmental inspector within the last three years and/or according to local health code.\*

( ) Yes

( ) No

#### In which public school district is the additional 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](http://k12.wa.us/Maps/default.aspx)).

#### (Select Public School District)

#### In which county is the additional campus located?\*

(Select County)

#### 11) Please upload October 1 2019 enrollment data for the 2019-2020 school year using the [enrollment reporting template](file://surveygizmolibrary.s3.amazonaws.com/library/688183/ENTERBUILDINGCODEORIFUNAVAILABLEADDRESSHEREP105BExcel.xlsx) for the main campus and each additional campus. Upload a separate enrollment reporting template file for the main campus and each additional campus. Enter the applicable building code for each campus in the name of the saved file. If a building code is not yet available for each additional campus, use the street address of the additional campus in the name of the saved file. Note: Pay attention to the worksheet title to ensure that you are separately reporting traditional students at the physical location, online students, and students in a home-based extension program. The file upload will only allow .xls and .xlsx format. Both are Microsoft Excel file formats but there are other software applications, including Apache Open Office, that can use and export those files.\*

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## School Offerings Information

#### 12) Which of the following does 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)](https://dcyf.wa.gov/services/early-learning-providers).

[ ] 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

#### 13) Which grades will be conducted at the school for the 2020-2021 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)](https://dcyf.wa.gov/services/early-learning-providers).\*

[ ] 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

### 14) New Schools: What is your projected enrollment for the 2020-2021 school year? Note: In Washington state, approved private schools must have students enrolled and attending a physical location. Private schools cannot be online-only in Washington state. Private schools may have an online program.\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 15) Is the school accredited by an accrediting organization? Please use the check boxes to indicate which accreditation organization(s) accredited the school.

[ ] 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Enrollment Reporting

[This page will not appear for schools that have additional campuses, schools with additional campuses will be prompted to upload their enrollment data]

#### 16) What is the school's October 1 2019 enrollment by gender for the 2019-2020 school year?\*

Male: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Female: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 17) What is the school's October 1 2019 enrollment for the 2019-2020 school year for students whom are in the school's physical building (as opposed to students in a home-based extension program or online students)?

[A table is provided for you to enter data by student group and grade level from P through 12. The following are the student groups: Black (African American), Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, Hispanic, White (Not of Hispanic Origin), Two or More Races (Not of Hispanic Origin), Other (Not of Hispanic Origin)]

#### 18) What is the school's October 1 2019 enrollment for the 2019-2020 school year for students whom are in participating in a home-based extension program (as opposed to students in the physical building or online students)?

[This question will only be shown if the school indicated that it has a home-based extension program. A table is provided for you to enter data. The following are the student groups: Black (African American), Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, Hispanic, White (Not of Hispanic Origin), Two or More Races (Not of Hispanic Origin), Other (Not of Hispanic Origin)]

#### 19) What is the school's October 1 enrollment for the 2019-2020 school year for students whom are in participating in the school's online program (as opposed to students in the physical building or in the home-based extension program)?

[This question will only be shown if the school indicated that it has an online program. A table is provided for you to enter data. The following are the student groups: Black (African American), Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, Hispanic, White (Not of Hispanic Origin), Two or More Races (Not of Hispanic Origin), Other (Not of Hispanic Origin)]

## Staffing Report

### 20) ****Staffing Report**** For questions about certification or clock hour provision, please contact the [OSPI Certification Office](https://www.k12.wa.us/certification). If a private school wishes to offer clock hours, they must apply to be a Washington state approved clock hour provider. Applications to be an approved clock hour provider are now being accepted by the OSPI certification office at <https://www.k12.wa.us/educator-support/continuing-education-clock-hours/become-approved-provider> Approval of clock hour providers only occurs once a year, and the application deadline is August 20, 2020. The deadline is firm and clock hour providers may not be approved retroactively.  \*

#### Are all of the educational staff at this school Washington state certificated?\*

( ) Yes

( ) No

#### Are all of the school's educational staff either certificated or qualified under one of the following exemptions?

#### Teaching a religious course without a counterpart in the public school system

#### Bachelor's degree, under the general supervision of a certificated staff member

#### One year or more of experience in a specialized field, under the general supervision of a certificated staff member

#### Certificated in another state, under the general supervision of a certificated staff member

#### \*

( ) Yes

( ) No

How many Washington certificated staff are employed by the school?\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### How many of the non-Washington-certificated staff are under each of the following exemptions?

Teaching a religious course without a counterpart in the public school system: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bachelor's degree, under the general supervision of a Washington certificated staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One year or more of experience in a specialized field, under the general supervision of a Washington certificated staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificated in another state, under the general supervision of a certificated staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 21) 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.

### Teaching a religious course without a counterpart in the public school system

### Bachelor's degree, under the general supervision of a certificated staff member

### One year or more of experience in a specialized field, under the general supervision of a certificated staff member

### Certificated in another state, under the general supervision of a certificated staff member

### \*

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

#### Which of the following options applies to this teacher?\*

( ) Teaching a religious course without a counterpart in the public school system

( ) Bachelor's degree, under the general supervision of a certificated staff member

( ) One year or more of experience in a specialized field, under the general supervision of a certificated staff member

( ) Certificated in another state, under the general supervision of a certificated staff member

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

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

## Inspections for Schools that are New, Moving Location, or Undergoing Major Renovation

## [This page will only appear for schools that chose new, moving location or undergoing major renovation.]

#### 22) If you are a new, 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 a private school that is new, 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. Only .pdf (.pdf is preferred), .jpg, .jpeg, .png, and .gif file types are enabled for upload.  \*

\_\_\_\_\_\_\_\_1

\_\_\_\_\_\_\_\_2

\_\_\_\_\_\_\_\_3

\_\_\_\_\_\_\_\_4

#### 23) If you are a new, 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 a private school that is new, 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. Only .pdf (.pdf is preferred), .jpg, .jpeg, .png, and .gif file types are enabled for upload.\*

\_\_\_\_\_\_\_\_1

\_\_\_\_\_\_\_\_2

\_\_\_\_\_\_\_\_3

\_\_\_\_\_\_\_\_4

## Health and Fire Inspections

#### 24) ****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. A food inspection may also be necessary. State Board of Education Staff do not have expertise in this, so please contact the county health department.  \*

( ) This private school has been inspected by a county health department 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.

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

#### 25) ****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 within the last three years.

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

#### 26) ****Health inspection:**** Why was the private school unable to have the building(s) inspected within three years? Note: Local fire code may require more frequent inspections.

( ) 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.

#### 27) ****Health inspection:**** Please identify the county health department that conducted the environmental health inspection.\*

(Select County)

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

( ) 2020

( ) 2019

( ) 2018

( ) 2017

( ) 2016

( ) 2015

( ) 2014

( ) 2013

( ) 2012

( ) 2011

( ) 2010

( ) 2009

( ) 2008

( ) 2007

( ) 2006

( ) 2005

( ) 2004

( ) 2003

( ) 2002

( ) 2001

( ) 2000

( ) Before 2000

( ) Uncertain

#### 29) ****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. A food inspection may also be necessary. State Board of Education Staff do not have expertise in this, so please contact the county health department  \*

( ) 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.

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

#### 30) ****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 license fire inspector or governmental fire inspection organization within the last three years

( ) This private school has been inspected by a licensed fire inspector or governmental fire inspection organization within the last three years 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.

#### 31) ****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.

#### 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?\*

( ) 2020

( ) 2019

( ) 2018

( ) 2017

( ) 2016

( ) 2015

( ) 2014

( ) 2013

( ) 2012

( ) 2011

( ) 2010

( ) 2009

( ) 2008

( ) 2007

( ) 2006

( ) 2005

( ) 2004

( ) 2003

( ) 2002

( ) 2001

( ) 2000

( ) Before 2000

( ) Uncertain

#### 34) Has the private school participated in immunization reporting with the Department of Health?\*

( ) Yes

( ) No but will see to completing it in the future

## Minimum Requirements

#### 35) 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 2020-2021 school year. (Approval by the State Board of Education is contingent upon on-going compliance with these requirements.) WAC 180-90-160(2)

#### 36) 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

### 37) 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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#### 38) 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](https://app.leg.wa.gov/RCW/default.aspx?cite=28a.195.080))\*

( ) Yes

( ) No

#### 39) Will the school ensures that every student is in compliance with the immunization requirements set forth in RCW 28A.210.060 through 28A.210.160 and 246-105 WAC, and that the school has filed the required annual immunization report to the Department of Health?\*

( ) Yes

( ) No

#### 40) Does your school plan to operate an home school 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

## Annual Private School Certification of Compliance

### 41) 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.\*

Enter your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enter the date (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 42) 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](http://sbe.wa.gov/sites/default/files/public/documents/PrivateSchools/Certificate%20of%20Compliance.docx). 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.\*

\_\_\_\_\_\_\_\_1

### 43) 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Annual Private School Certification of Compliance