

3301-39-03

**Procedures.**

- (A) Nonpublic schools seeking a charter or reissue of a charter, shall submit an application as prescribed by the department.
- (1) The application and application process, including a list of required documents and assurances for the upcoming school year, shall be published on the department website (www.education.ohio.gov) no later than October first.
  - (2) Applications for schools seeking an initial charter shall be submitted between November first and December thirty-first prior to the school year in which the school plans to operate under a charter. Schools may delay finalizing their charter for up to one year .
  - (3) A nonpublic school seeking to have its charter reissued due to relocation, ownership, or name; a merger; or the addition of an annex location of any school may request reissue of a charter at any time during the year.
- (B) Nonpublic schools seeking an initial charter shall complete and submit the form entitled “Report of Nonpublic School” not less than fourteen days prior to the first day of school for students.
- (C) The department will conduct not less than two site visits during the first year of operation under the initial charter, with the initial site visit taking place no later than September thirtieth for nonpublic schools whose applications and supporting documentation is completed and submitted by July first. Nonpublic schools completing all application requirements after July first will receive an initial site visit within ninety days of completion of the application.
- (D) The state board of education shall approve and issue an initial charter to a nonpublic school satisfactory completion of a site visit by the department in which the department determines the nonpublic school has complied with rule 3301-35-09 of the Administrative Code . In making its determination, the department shall consider evidence provided by an accrediting association if the school is accredited by an association whose standards have been reviewed by the state superintendent's advisory committee on chartered nonpublic schools and approved by the state board of education pursuant to paragraph (A)(1) of rule 3301-35-09 of the Administrative Code.
- (E) Charters for nonpublic schools requesting reissue of a charter due to relocation, ownership, or name; a merger; or the addition of an annex location shall be issued within thirty days of satisfactory completion and submission of application and supporting documentation. The department will conduct a site visit of nonpublic schools within six months of reissuance of its charter.

(F) Nonpublic schools that submitted an application for an initial charter prior to the effective date of this rule must complete submission of all required documents no later than December 31, 2023. The department will work to complete any remaining site visits for these schools by March 31, 2024.

Replaces: 3301-39-03  
Effective: 6/15/2023  
Five Year Review (FYR) Dates: 06/15/2028

CERTIFIED ELECTRONICALLY

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Certification

06/05/2023

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Date

Promulgated Under: 119.03  
Statutory Authority: 3301.07(D)(2) and (M)  
Rule Amplifies: 3301.07(D)(2), 3317.024, 3317.06, 3327.01  
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