

PRIVATE ACADEMIC SCHOOL APPLICATION CHECKLIST

NAME OF SCHOOL: _____ LICENSE CATEGORY: _____

ADDRESS: _____

CITY: _____ COUNTY: _____

All documents listed below must be complete when submitted with the application.

- 1. Application Notarized _____ \$250 Fee _____ Signed Ethics Statement _____
- 2. Three (3) Letters of Reference for Owner or CEO (§ 51.111) _____
- 3. Copy of Lease or Proof of Facility Ownership (Deed) _____
- 4. Copy of Corporation Registration: Profit _____ Nonprofit _____
AND/OR
- 4a. Copy of Fictitious Name Registration _____
AND/OR
- 4b. Sole Proprietorship _____
- 5. Department of Labor and Industry: Occupancy Permit _____
OR
- 5b. Pittsburgh, Philadelphia, Scranton: Certificate of Statement of Occupancy _____
- 6. Director _____ Application _____ \$35 Fee _____
Professional References (3) (§51.36) _____ Teaching Certificate _____
- 7. Philosophy of School _____
- 7a. Planned Course Outline by Subject/Grade (§ 51.52) _____
- 7b. Schedule of Daily Classes (must reflect program of instruction) _____
- 8. School Fire and Liability Insurance (§51.22(a)) _____
- 9. Statement of Income and Expenses: projected for 1 year. (When tuition is collected more than 30 days in advance submit ONE of the following: CPA Audit and Letter of Opinion, **OR**
- 9a. Financial Statement AND Bond (If contract bond is selected, request Contract bond Form PDE-1665 from the Department of Education).
- 10. Statement of tuition charges and refund/retention policy _____
- 11. Plan for Collection, Maintenance, Dissemination and Disposition of Pupil records (§51.72(d)). _____
- 12. Written plan for monthly fire drills and emergency evacuations (including evacuation location), (§51.22(e)). _____
- 13. Policy on field trips.
- 14. List of indoor and outdoor equipment. _____
- 15. List of instructional materials, hardware/software, textbooks. _____
- 16. Floor plan sketch with dimensions (L – W – H) _____
- 17. Name of local school district. _____
- 17a. Name of superintendent. _____
- 18. Intermediate Unit name and number _____
- 18a. Intermediate Unit nonpublic school coordinator (K-12 only) _____ (Over)

- 19. Directions to school. (Please attach on separate sheet)
- 20. Copies of teaching certificates for all other certified staff.

NOTE: Department of Education will request Department of Environmental Protection inspection upon receipt of application.

Date Requested _____ Date Received _____

Where applicable, a Department of Agriculture inspection is required if food service is provided outside the counties of Allegheny, Bucks, Chester, Erie and Philadelphia.

Department of Education ONLY

Date of on-site appraisal: _____

Category of license:

- Nursery
- Kindergarten
- Elementary: grade _____
- Secondary
- Special Education: grade _____
Exceptionality _____
- Tutoring
- Educational Testing & Remedial Center:
 - Reading
 - Psych-Education

The application with supporting document has been examined, and an onsite appraisal was completed.

All requirements for initial licensure have been met and the application is presented to the Board with the recommendations of approval.

_____ Date _____ Signature

With the exception of _____ all requirements for initial licensure have been met and the application is presented to the Board with recommendations of approval pending resolution of the foregoing condition(s).

_____ Date _____ Signature

I certify that I have reviewed the application and approve the issuance of the license.

_____ Date _____ Signature