

SUPPLEMENTAL APPLICATION

INSTRUCTIONS: Submit the Supplemental Application for the approval of any change to the school license. Check areas of change and describe the change in the appropriate category below. Submit the application to: Department of Education, Division of Planning, Private Academic Schools Section, 333 Market St, 3rd Fl, Harrisburg, PA 17126. This application must be signed by the owner(s) of the school.

1. Please check () change.

- | | | |
|--|--|---|
| a. <input type="checkbox"/> Change in school name | c. <input type="checkbox"/> Additional grade(s)/
category of license | e. <input type="checkbox"/> Additional rooms |
| b. <input type="checkbox"/> Change of address/location | d. <input type="checkbox"/> Deletion of grade(s)/
category of license | f. <input type="checkbox"/> Classroom information |

2. Application is made to the State Board of Private Academic Schools for the approval of the above changes under the provisions of Act 11 of 1988.

Name of School	County	School Phone Number
School Location Address		City, State, Zip Code
School Mailing Address (if different from location)		
Public School District in which school is located		Intermediate Unit

3. Provide additional information below and on reverse side of form. (See attached checklist for submission of documentation.)

a. If name of school is changed, former school name is:	
b. If location address changed, former address is:	
c. If grades or new category of license are added, new grades are:	d. If grades or category of license are deleted, deleted items are:
e. Number of additional rooms	f. Classroom Information

Name of New Teachers	Social Security Number	Subject(s) listed on teaching certif	Subjects/grade(s) presently teaching

<p>4. Submit these documents for change of location:</p> <p>Occupancy Permit _____ Date Received by PDE</p> <p>Lease Agreement _____ or _____ Date Received by PDE</p> <p>Copy of Face of Deed _____ Date Received by PDE</p>	<p>PDE ONLY</p> <p>On-site Visit _____ (DEP requested)</p> <p>_____ _____ (Date) (DEP received)</p>
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5. Additional Rooms for current location/rooms for new location. Regulations for every category of license identify the amount of floor space required for children and the minimum height of the ceiling as being 8 feet. Provide the following information for new rooms used for instruction. Continue on a separate sheet of paper if necessary.

Room Number or Name	*Type of Room	Room Size in Square Feet	Maximum # of Students

- *Code A. Nursery/Kindergarten D. Special Education G. Library J. Others (specify type) _____
- B. Elementary E. Tutoring H. Gymnasium _____
- C. Secondary F. Educational Testing/Remediation I. Laboratory _____

I certify that the information provided herein is true and correct.

Signature of owner _____ date _____

SUPPLEMENTAL APPLICATION CHECKLIST

Supplemental applications must be approved by the Private Academic School Board. Supplemental applications must be received in the Private Academic School Office no later than 90 days prior to a Board meeting. Meeting dates and application deadlines can be found at the Department's website. **If the school has changed ownership, the current license is not transferrable to the new owners. The new owners must contact the Private Academic School office for instructions on applying for an initial license.**

Submit the following documentation for the changes being made to the school license:

A. Change in School Name

- Amended or new fictitious name registration (if profit making)
- Amended or new corporation papers

B. Change of address/location

- Occupancy Permit or Certificate of Statement of Occupancy
- Copy of fully executed lease or deed
- Copy of facility's floor plan identifying the classrooms to be licensed, room dimensions and the number of student toilets, urinals and sinks

C. Additional grades/new category of license

- Board questions pertaining to grade/category of license to be added
- Planned course outline for each additional grade and each subject. See Section 51.52 of Board Regulations for the required format.
- Daily class schedule for each grade added identifying the beginning and ending times of the academic program and identifying when all required learning experiences/subjects are provided during the academic program.
- Certificate(s) of teacher(s) who are teaching new grade(s)
- Copies of background clearances (FBI, state police, child abuse) and PDE 6004 Arrest/Conviction Form for new teachers.
- Inventory list of all textbooks, workbooks, reading books, instructional materials and instructional equipment.

D. Deletion of grade

- Letter from owner explaining why grade/category of license is being removed from the school license

E. Additional room(s)

- Copy of facility's floor plan identifying the classrooms to be licensed, room dimensions and the number of student toilets, urinals and sinks