



OREGON DEPARTMENT OF EDUCATION
Public Service Building, 255 Capitol Street NE, Salem, Oregon 97310
Phone (503) 947-5600 • Fax (503) 378-5156 • www.ode.state.or.us

To: School Owner/Administrator

Subject: **Registration of Private Pre-K-12 Schools,
Private Alternative Education Programs, and
Special Education Services Providers**

This packet contains the materials and information necessary to file an application to register your school with the Department of Education.

Contained in this packet are detailed checklists and directions for completing the application appropriate for your school or program. Contact information is given on the following page. If you have questions.

Oregon schools are among the best in the nation. It is our sincere belief that private, private alternative, and special education programs play a vital role in providing education to Oregon's children.

We embrace new schools committed to offering high quality education for our children and look forward to a productive partnership with you.

Send application and all required documentation to:

Oregon Department of Education
Attention: Private Schools & Specialized Programs
255 Capitol St. NE
Salem, Oregon 97310-0203

MAKE A COPY OF THE ENTIRE PACKET FOR YOUR RECORDS prior to mailing the completed application and required documentation to this office.

ANNUAL REGISTRATION / RENEWAL PROCESS

Every private Pre-K-12, private alternative education program, and special education services provider registered with the Oregon Department of Education must renew their registration annually. ODE will mail the renewal application packet to the registered school, program or provider at least 60 days before it is due.

Private Pre-K-12 School

New school registrations are due by March 31 to be considered for the current school year. New school registrations received after March 31 will be considered for the next school year.

Oregon Revised Statute ORS 345.545(2) states that registration is renewable annually on or before **October 15**. Registration not renewed before October 15 shall be considered lapsed and may only be renewed in the manner required for initial registration.

ODE Contact: Karyn Chambers
(503) 947-5773
karyn.chambers@state.or.us

Private Alternative Education Program

Renewal and new application deadline: **March 31, of each year** in compliance with revisions to Oregon Administrative Rule 581-021-0072, Registration of Private Alternative Schools/Programs.

A copy of written evaluations of the program done by each contracting district for the prior school year is required, as is the program's annual statement of expenditures submitted to each contracting district. *ORS 336.635(2)*

ODE Contact: Drew Hinds
(503) 947-5799
drew.hinds@state.or.us

Special Education Services Provider

In accordance with OAR 581.015.2280, provider must apply annually for approval to provide services. Application deadline: The initial approval period is the date of ODE's notification of approval until August 15 of the current year. New applications for approval submitted after April 1 will be approved for the following school year unless otherwise requested.

ODE Contact: RaeAnn Ray
(503) 947-5722
raeann.ray@state.or.us

For Department Use Only
Reviewed by: _____
Date of Registration: _____
Institution ID #: _____

CONTACT INFORMATION

Check all that apply, complete the entire form, and **submit all required documentation.**

<input type="checkbox"/> Private Pre-K-12 School (Complete pages 2-8)	<input type="checkbox"/> Private Alternative Education Program (Complete pages 2-3 and 10-15)	<input type="checkbox"/> Special Education Service Provider (Complete page 2 and refer to pages 16-21 for further directions)
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School or Program Name: _____

Address: _____

City _____ State _____ Zip + 4 _____

Mailing Address: (if different) _____

City _____ State _____ Zip + 4 _____

County where school is physically located : _____

Public School District where school is physically located: _____

Website Address: _____

School Administrator: _____

Name _____ Title _____

Phone _____ Extension _____

Email address _____

Non-church related Church related

Religious or church affiliation: _____

Accrediting agency (if any): _____

Date of last visit by national/regional accrediting agency (if applicable): _____

ENROLLMENT DATA

Actual or estimated enrollment as of **September 7**:
 (Grade levels left blank will be assumed not offered).

Age 3 _____	Preschool _____	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 _____	

Total enrollment: _____ As of _____
 Enrollment is: Actual Estimated

Private alternative program applicants: Go to page 9.

Special education program service applicants: Go to page 14.

PRIVATE PRE-K-12 APPLICANTS INSTRUCTIONAL HOURS

OAR 581-045-0535 indicates that courses at private schools shall be taught for a period of time equivalent to that required for students attending public schools (this does not apply to Private Alternative Education Schools/Programs).

Give total number of actual instructional hours scheduled for the school year (number of days of school multiplied by the number of instructional hours per day).

Grade levels	Required hours for public schools	Actual instructional hours
Preschool	N/A	N/A
Kindergarten	405 hours	
Grades 1-3	810 hours	
Grades 4-8	900 hours	
Grades 9-12	990 hours	

PRIVATE PRE-K-12 SCHOOL SELF-EVALUATION

School: _____ Date: _____

Please check:

- | | Yes | No | |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | The school has on file a written statement of its philosophy and goals and objectives. <i>OAR 581-045-0505</i> (Submit philosophy statement with application.) |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | The number of administrators provides necessary administrative support to ensure effective operation of the school. <i>OAR 581-045-0510</i> |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Secretarial assistance is adequate to ensure effective operation of the school. <i>OAR 81-045-0510</i> |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Each administrator qualifies on the basis of <u>one</u> of the following:
<i>OAR 581-045-0525</i> <ul style="list-style-type: none">a. Holds a current administrative certificate from any state;b. Currently enrolled in an accredited educational program leading to an administrative certificate; or,c. Documentation of verifiable educational or management experience, according to defined criteria which are consistent with the stated educational goals of the school (submit minimum qualifications and hiring criteria for the position of administrator if you are qualifying staff under this category). |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Each teacher (including part-time) qualifies on the basis of <u>one</u> of the following:
<i>OAR 581-045-0530</i> <ul style="list-style-type: none">a. Holds a current teaching certificate from any state;b. Teaches at least half time in the major field of study in which a degree was awarded; or,c. Documentation of verifiable experience in the major field of instruction in which teacher is engaged, according to defined criteria which are consistent with the stated educational goals of the school (submit minimum qualifications and hiring criteria for the position of teacher if you are qualifying staff under this category). |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | The school's curriculum considers the goals of modern education.
<i>OAR 581-022-1020, OAR 581-045-0535, and ORS 345.525(d)</i> |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | The school's curriculum considers the requirement of a sound, comprehensive curriculum consistent with the school's stated philosophy, objectives and educational goals. <i>OAR 581-045-0535</i> |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | If the school has a program of course offerings through grade 12, its academic standards are adequate to qualify graduates to attend community colleges and institutions of higher education. <i>OAR 581-045-0535</i> |

PRIVATE PRE-K-12 SCHOOL **SELF-EVALUATION** **(Continued)**

- | Yes | No | |
|------------|---|---|
| 9. | <input type="checkbox"/> <input type="checkbox"/> | Courses are taught for a period of time equivalent to that required for children attending public schools (not applicable for preschools). Public school requirements are: <i>OAR 581-045-0535</i> <ul style="list-style-type: none">• Kindergarten: 405 hours• Grades 1-3: 810 hours• Grades 4-8: 900 hours• Grades 9-12: 990 hours |
| 10. | <input type="checkbox"/> <input type="checkbox"/> | The teacher/student ratio is such that it will ensure an effective educational program as required by the program of studies. <i>OAR 581-045-0540</i> Give ratio:
_____ / _____ |
| 11. | <input type="checkbox"/> <input type="checkbox"/> | The school provides an adequate system of student progress records as prescribed by state and federal laws. <i>OAR 581-045-0545</i> |
| 12. | <input type="checkbox"/> <input type="checkbox"/> | Student permanent records are maintained in a firesafe location. <i>OAR 581-021-0250(k)</i> |
| 13. | <input type="checkbox"/> <input type="checkbox"/> | Student progress records are transferred promptly to another educational institution upon receipt of notice of enrollment. <i>OAR 581-045-0550</i> |
| 14. | <input type="checkbox"/> <input type="checkbox"/> | The school has instructional media center(s) or facilities necessary to provide appropriate media services. <i>OAR 581-045-0555</i> |
| 15. | <input type="checkbox"/> <input type="checkbox"/> | Instructional materials, including textbooks, are adequate to meet educational objectives. <i>OAR 581-045-0560</i> |
| 16. | <input type="checkbox"/> <input type="checkbox"/> | Each instructional classroom or station is properly equipped with materials that provide the necessary environment for the activity assigned. <i>OAR 581-045-0580(3)</i> |
| 17. | <input type="checkbox"/> <input type="checkbox"/> | The school site is well maintained and of an adequate size. <i>OAR 581-045-0570</i> |
| 18. | <input type="checkbox"/> <input type="checkbox"/> | The school provides child abuse prevention training each school year to staff and makes training available each school year to parents and students. ORS 339.370 to ORS 339.377 |
| 19. | <input type="checkbox"/> <input type="checkbox"/> | The school complies with rules of the State Fire Marshal (ORS 476, 477, 478, 479, 480) and Health Division (check with your county health department for rules and procedures relating to health, and sanitation). <i>ORS 345.535(3)</i>
Submit fire inspection and sanitation reports, <u>not more than 2 years old</u>, with application. |

20. The quality and quantity of equipment facilitates achievement of the goals of the educational program. *OAR 581-045-0580(1)*
21. Transportation provided is in compliance with state and federal laws and Oregon Department of Education rules and regulations. *OAR 581-045-0520*
(If transportation is not provided, please mark N/A.)
- Yes No N/A If any pupils are transported by school buses, all students received instructions on bus safety and have had training in bus evacuation drills. *OAR 581-045-0520*

PRIVATE PRE-K-12 SCHOOL **BASIC QUALIFICATIONS OF TEACHERS AND ADMINISTRATORS**

Please specify the staff qualification basis as Administrative (1) or Teaching (2); and the area of experience (A, B, or C).

1. ADMINISTRATORS

- A. Holds a current administrative certificate from any state;
- B. Currently enrolled in an accredited educational program leading to an administrative certificate; or,
- C. Documentation of verifiable educational or management experience, according to defined criteria that are consistent with the stated educational goals of the school (**submit the minimum qualifications and hiring criteria* used with application**).

2. TEACHER

- A. Holds a current teaching certificate from any state;
- B. Teaches at least half time in the major field of study in which a degree was awarded; or,
- C. Documentation of verifiable experience in the major field of instruction in which the teacher is engaged, according to defined criteria that are consistent with the stated educational goals of the school (**submit the minimum qualifications and hiring criteria* used with application**).

*The minimum qualifications a person needs to be hired for the position.

ASSURANCE AND SIGNATURE

The administrator who signs this application for registration must initial each assurance.

I hereby certify that:

- _____
Initials To the best of my knowledge, the information provided in this application is true, and that the school meets of the requirements of the **Standards for Registration of Oregon Private Elementary and Secondary Schools** as defined in ORS 345.505 through ORS 345.997 and OAR 581-045-0500 through OAR 581-045-0580.
- _____
Initials I understand that at the discretion and request of the Oregon Department of Education, I/we will provide verification of any representation in this application.
- _____
Initials The school complies with rules of the State Fire Marshal (ORS 476, 477, 478, 479, 480) relating to fire protection and Health Division (check with your county health department for rules and procedures relating to health and sanitation).
ORS 345.535(3)
- _____
Initials The school abides by the laws regarding student records as defined in ORS 339.260.
- _____
Initials The school, in compliance with ORS 339.370 through ORS 339.377, conducts **child abuse prevention training** for staff, parents and students each school year.
- _____
Initials The application includes all required documentation.

In accordance with ORS 345.555 the Oregon Department of Education may deny, suspend, revoke, or refuse to renew a registration if the ODE finds the program fails to comply with registration requirements, or the program or its agents intentionally or knowingly made false, deceptive, inaccurate, or misleading representations of fact in any information or required report or such information or report is not furnished when required.

_____ Print Name of Administrator	_____ Title
_____ Signature of Administrator	_____ Date

For Department Use Only

Reviewed by: _____

Date of Registration: _____

Institution ID #: _____

PRIVATE ALTERNATIVE EDUCATION PROGRAM
REGISTRATION APPLICATION
(Pages 9-14)

School Year: _____

School or Program Name: _____

Site Address: _____

_____ County _____ City _____ State _____ Zip

All applicants:

Check all categories of students served:

- | | |
|---|--|
| <input type="checkbox"/> Suspended or expelled | <input type="checkbox"/> Pregnant or parenting |
| <input type="checkbox"/> Erratic attendance | <input type="checkbox"/> Need additional instruction to earn a diploma |
| <input type="checkbox"/> Not meeting academic benchmarks | <input type="checkbox"/> Exceeding academic benchmarks |
| <input type="checkbox"/> Students approved by districts for other reasons | <input type="checkbox"/> Other: |

Check all program types that apply:

- Serves students who are referred because they are meeting all standards at benchmark level or because they will receive advanced instructions suited to their needs
- Serves students who are referred for remediation or credit recovery (e.g., additional benchmark instruction, graduation credit recovery, or GED)
- Serves students who are referred for at-risk behaviors (e.g., attendance, discipline, dropout or potential dropout)
- Other:

- Complete the staff roster on page 11 (instructions are on page 10);
- Complete and sign the assurances (pages 12-13); and
- Provide copies of documents listed on page 14.

Direct questions about this application to Drew Hinds at (503) 947-5799 or drew.hinds@state.or.us.

PRIVATE ALTERNATIVE PROGRAM **APPLICATION TO REGISTER / RENEW REGISTRATION** **STAFF ROSTER INSTRUCTIONS**

ORS 336.631(2) and OAR 581-022-1350(2) require private alternative programs that are registered with the Department of Education to conduct criminal records checks consistent with ORS 181.539, ORS 326.603, ORS 326.607, and ORS 342.232.

Consistent with ORS 181.539 and OAR 581-022-1730, a private alternative program must request a criminal records check for each employee of the private alternative program who will have direct, unsupervised contact with children. The Department assumes that each employee of a private alternative program will have some direct, unsupervised contact with children. A program may dispute this assumption by submitting evidence satisfactory to the Department of Education that the employee will not have any direct, unsupervised contact with children.

Consistent with ORS 326.607, a private alternative program may request a criminal records check for an individual who is a volunteer.

A private alternative program must be registered with the Department of Education before a school district may contract with or distribute public funds to the program (ORS 336.631). An application to register or to renew registration will not be processed without the criminal records check information required by the amended staff roster.

Contacts/Resources

Direct requests for **criminal records checks** and related questions to **Deborah Lincoln** at 503.947.5885 or deborah.lincoln@state.or.us.

Direct questions about **alternative education programs** to **Drew Hinds** at (503) 947-5799 or drew.hinds@state.or.us.

Submit registration or renewal of registration materials to:

Patti Choate
Oregon Department of Education
255 Capitol St. NE
Salem, Oregon 97310
503.947.5716
patti.choate@state.or.us

ORS 181.539 can be found at <http://www.leg.state.or.us/ors/181.html>

ORS 336.631 can be found at <http://www.leg.state.or.us/ors/336.html>

ORS 326.603 and 326.607 can be found at <http://www.leg.state.or.us/ors/326.html>

ORS 342.232 can be found at <http://www.leg.state.or.us/ors/342.html>

OAR 581-021-0007 can be found at http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_021.html

OAR 581-022-1350 can be found at http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_022.html

OAR 581-022-1730 can be found at http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_022.html

PRIVATE ALTERNATIVE PROGRAM STAFF CERTIFICATION ROSTER

List **all** staff members as instructed on the previous page (Staff Roster Instructions). Attach additional sheets if necessary.

Name	Title	Qualification Basis *Criteria is Voluntary for private alternative programs (See page 6 for qualifications)	Current TSPC License or Registration Date (If licensed or registered by TSPC to teach in a charter school)	Expiration Date (If licensed or registered by TSPC)	**Enter Criminal Records Check Sequence Number (Not required if licensed or registered by TSPC)
<i>Jane Doe (example)</i>	<i>Teacher</i>	<i>2 C</i>	<i>N/A</i>	<i>N/A</i>	
<i>John Doe (example)</i>	<i>Principal, Head Teacher, Headmaster, etc.</i>	<i>1 B</i>	<i>2/14/2000</i>	<i>2/14/2003</i>	

Amended July 2006. Make additional copies if needed and/or applying for more than one registration or approval.

*Criteria includes position descriptions or basic qualifications for each teacher, administrator, and teacher assistant or aid.

**An application to register or to renew registration of a private alternative program will not be processed without criminal records check information for each individual listed on the roster. In accordance with OAR 581-021-0073, the Oregon Department of Education may suspend, revoke, or refuse to renew approval of a registration if the ODE finds the program fails to comply with registration requirements, or the program or its agents intentionally or knowingly made false, deceptive, inaccurate, or misleading representations of fact in any oral, written, visual, or electronic presentation in connection with the registration.

PRIVATE ALTERNATIVE PROGRAM REGISTRATION APPLICATION ASSURANCES

The applicant private alternative education program assures the following consistent with OAR 581-022-1350, OAR 581-022-0072, OAR 581-021-0073, and with cited Oregon Revised Statutes and Oregon Administrative Rules. At all times during its operation, the applicant private alternative education program will implement and maintain:

(please check)

- | | Yes | No | |
|-----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that the program serves only those students who are approved for placement in the program by each student's resident and attending school district. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | A comprehensive K-12 instructional program that ensures students receive instruction in the educational standards adopted by the State Board of Education and participate in district-wide and state-wide assessments of student achievement for the grade level(s) the program serves. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Programs that assist each contracting district in meeting its planned instructional program. <i>OAR 581-022-1210</i> |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Programs that assist students in earning diploma credits. <i>OAR 581-022-1130 and OAR 581-022-1131</i> |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | An education plan and profile for each student that includes criteria for determining if, when, where, and how the student may transition from the program. <i>OAR 581-022-1120(3)(a) and (b); OAR 581-022-1130(3)</i> |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that the program will provide special education services only if the program is approved by the Oregon Department of Education to provide those services (see pages 15 to 22 for the application for approval to provide special education services). |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that the program reports academic performance, behavior, graduation, dropout, and other data as required by each contracting district and by the state. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that the program maintains student education records consistent with the policies of each contract district. <i>OAR 581-022-1660</i> |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Emergency plans and safety programs. <i>OAR 581-022-1420.</i> |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | An asbestos management plan. <i>OAR 581-022-1430</i> |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | An infectious diseases instructional program. <i>OAR 581-022-1440</i> |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | A plan for administration of medications. <i>OAR 581-021-0037</i> |

(Continued on next page)

(Continued from previous page)

- | | Yes | No | |
|-----|--------------------------|--------------------------|--|
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | A plan for dealing with blood borne pathogens. <i>OAR 437-002-1910-1030.</i> |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | A plan to provide health services in cooperation with the contracting district(s).
<i>OAR 581-022-0705</i> |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures on tuition and fees consistent with the policies and procedures of the contracting district(s). <i>ORS 337.150, ORS 339.141, and ORS 339.155</i> |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | A policy of nondiscrimination. <i>ORS 659.850 and ORS 659.855</i> |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | A policy that the program will not violate constitutional prohibitions on religious entanglement. <i>ORS 327.109</i> |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that staff hiring and evaluation require reference and background checks, regular evaluations, and licensure or registration consistent with the administrative rules of the Oregon Department of Education and of the Oregon Teacher Standards and Practices Commission (TSPC). |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that state school fund claims are made consistent with the requirements of the State Department of Education.
<i>OAR 581-023-0006</i> |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that state school funds are claimed only for those activities approved by the contracting district. <i>OAR 581-023-0008</i> |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that the program complies with each statute, rule, and district policy in each contract with a district. |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Policies and procedures to ensure that the program notifies the Oregon Department of Education and each contracting district of each written complaint received by the program that alleges non-compliance with the requirements for private alternative program registration. |

In accordance with OAR 581-021-0073, the Oregon Department of Education may deny, suspend, revoke, or refuse to renew a registration if the ODE finds the program fails to comply with registration requirements, or the program or its agents intentionally or knowingly made false, deceptive, inaccurate, or misleading representations of fact in any oral, written, visual, or electronic presentation in connection with the registration.

Program Name: _____	
_____	_____
Print Name of Administrator	Title
_____	_____
Signature of Administrator	Date

PRIVATE ALTERNATIVE EDUCATION PROGRAM REGISTRATION APPLICATION Documentation Required

One copy each of these must be submitted with the application for registration of applicant's private alternative education program to document compliance with OAR 581-021-0072, Registration of Private Alternative Programs/Schools.

The administrator who signs this application for registration must initial each assurance.

_____ The annual fire and safety inspection for each location owned or occupied by applicant
Initials where students will receive education services including but not limited to instruction or counseling.

_____ The certificate(s) of insurance showing that applicant maintains commercial general liability
Initials insurance of at least \$1 million for each location owned or occupied by applicant where students receive education services including but not limited to instruction or counseling.

_____ The program's mission statement.
Initials

_____ A sample education plan and profile document implemented for a student consistent with
Initials OAR 581-022-1120(3)(a) and (b) and OAR 581-022-1130(3) and that includes criteria for determining if, when, where, and how the student may transition from the program. **In accordance with ORS 339.260 and the Federal Family Education Rights and Privacy Act (FERPA), please delete or hide student names and identification numbers.**

_____ A sample showing how the program at least annually reports the results of each student's
Initials performance on district and state assessments to students, the students' parents or legal guardians, and the students' contracting districts. **In accordance with ORS 339.260 and the Federal Family Education Rights and Privacy Act (FERPA), please delete or hide student names and identification numbers.**

The Oregon Department of Education may modify these documentation requirements or may require additional documentation at any time.

In accordance with OAR 581-021-0073, the Oregon Department of Education may deny, suspend, revoke, or refuse to renew a registration if the ODE finds the program fails to comply with registration requirements or the program or its agents intentionally or knowingly make false, deceptive, inaccurate, or misleading representations of fact in any oral, written, visual, or electronic presentation in connection with the registration under OAR 581-021-0072.

Program Name: _____	
_____ Print Name of Administrator	_____ Title
_____ Signature of Administrator	_____ Date

**INITIAL APPLICATION FOR ODE APPROVAL OF PRIVATE PRESCHOOL
TO PROVIDE
EARLY INTERVENTION/EARLY CHILDHOOD SPECIAL EDUCATION (EI/ECSE)
SCHOOL YEAR:**

Authority

Under OAR 581-015-2275, private preschools that intend to provide a preschool setting, Early Intervention (EI) or Early Childhood Special Education (ECSE) and related services, in accordance with an individual family service plan (IFSP) to children with disabilities ages birth to five under a written agreement with an EI/ECSE contractor or subcontractor, must submit an application for initial approval and an annual application for renewal to ODE.

Applications are not required for:

- Public agencies providing educational programs at treatment centers under OAR 581-015-0044; and
- Public programs including preschools operated by school districts, Oregon Head Start Prekindergarten, Head Start, Migrant Seasonal Head Start, Tribal Head Start, Early Head Start, Migrant Education preschools, and Even Start Family Literacy programs.

Application and Approval Dates

ODE accepts initial applications throughout the year for the current school year. The initial approval period is the date of ODE's notification of approval until August 15 of the current year. New applications for approval submitted after April 1 will be approved for the following school year unless otherwise requested.

Directions

(Check all that apply)

- Programs approved by the Child Care Division of the Oregon Employment Department
Complete page 2 and page 16; provide all required documentation (see page 17).
- Programs NOT approved by the Child Care Division of the Oregon Employment Department
Complete page 2 and page 16; provide all required documentation (see page 18).
- Private schools that include kindergarten or other grades
Complete page 2 and page 20; provide all required documentation (see page 21).

**Approval will be determined by ODE.
Notification will be sent to providers within 45 days
of receipt of completed application.**

PRESCHOOL – SECTION 1

STATEMENT OF ASSURANCES

To be completed by ALL Preschool Applicants

For Department Use Only
Reviewed by: _____
Date of Approval: _____
Institution ID #: _____

The private preschool:

- _____ 1. Maintains the confidentiality of student records consistent with state and federal laws relating to student records;
Initials
- _____ 2. Notifies the Oregon Department of Education Department and the EI/ECSE contractor or subcontractor of any written complaint it receives concerning the early intervention and special education (EI/ECSE) programs and services being provided;
Initials
- _____ 3. Notifies the EI/ECSE contractor, or subcontractor of the need for any change in a child's educational program and does not make changes in a child's IFSP, services, or placement unless the contracting public agency, contractor, or subcontractor consents to the changes;
Initials
- _____ 4. Evaluates a child only when this assistance is requested by a written agreement with the EI/ECSE contractor or contractor, in accordance with OAR 581-015-2265;
Initials
- _____ 5. Initiates and convenes IFSP meetings only when this assistance is requested by a written agreement with the EI/ECSE contractor or subcontractor in accordance with OAR 581-015-2265;
Initials
- _____ 6. Implements each child's IFSP in accordance with the private preschool's written agreement with the EI/ECSE contractor or subcontractor responsible for the child's placement;
Initials
- _____ 7. Provides the opportunity for a child to participate in the Early Childhood assessment if this assistance is requested by a written agreement with the contracting EI/ECSE contractor or subcontractor.
Initials
- _____ 8. Uses curriculum content, teaching practices, and equipment that do not violate the constitutional prohibition on religious entanglement.
Initials
- _____ 9. Has at least one individual available who is qualified to provide EI/ECSE and meets the requirements of OAR 581-015-1100(2) and (3).
Initials
- _____ 10. Program Changes: When a program change is considered, the private preschool forwards its request for approval to the Oregon Department of Education to amend its approved application prior to implementing the change. A major program change consists of any change in the information contained in a private preschool's application that would affect the preschool's approval or disapproval under this rule.
Initials

I certify that: _____ School Name	
▶ Can make the assurances listed;	
▶ Maintains evidence of compliance with the requirements of the assurances.	
_____	_____
Print Name of Administrator	Title
_____	_____
Signature of Administrator	Date

PRESCHOOL – SECTION 2 DOCUMENTATION

**For use by Private Preschools with a current Child Care Division (CCD)
Certificate of Approval.
Other applicants skip to Preschool - Section 3.**

- 1. CCD Certificate:** Submit copy of **current** Child Care Division Certificate of Approval, indicating expiration date. Current certification must be maintained throughout the year.

(Note: If the CCD Certificate of Approval will expire during the approval year, proof of renewed certificate must be submitted to ODE prior to the certificate's expiration date to maintain approval.)

- 2. Commercial general liability insurance.** Submit documentation that the private preschool has in effect commercial general liability insurance with policy limits of at least \$500,000 per site. Documentation must include:
 - a) Name of the company;
 - b) Policy number;
 - c) Policy limits (minimum \$500,000 per site); and
 - d) Effective term of the policy.

(Note: If the insurance coverage will expire during the approval year, proof of renewed coverage must be submitted to ODE before the policy's expiration date to maintain approval.)

- 3. Policy of nondiscrimination:** Submit copy of the preschool's policy of nondiscrimination.

END OF APPLICATION for Preschool Applicants with CCD Certificate of Approval

PRESCHOOL – SECTION 3 DOCUMENTATION REQUIRED

For use by private preschools without Child Care Division (CCD) Certificate of Approval

If not licensed with Child Care Division or the Oregon Employment Department, then this is required.

1. **Commercial general liability insurance.** Submit documentation that the private preschool has in effect commercial general liability insurance with policy limits of at least \$500,000 per site. Documentation must include:
 - a) Name of the company;
 - b) Policy number;
 - c) Policy limits (minimum \$500,000 per site); and
 - d) Effective term of the policy.

(Note: If the insurance coverage will expire during the approval year, proof of renewed coverage must be submitted to ODE before to the policy's expiration date to maintain approval.)

2. **Fire codes:** Submit documentation from local or state fire marshal, dated within one year prior to date of this application, verifying the preschool's **annual** inspection and correction of violations.
3. **Health standards of the county health department:** Submit documentation from the local county health department of annual inspection and verification of correction of any violations related to environmental health, food service, and communicable disease, dated within one year prior to date of this application.
4. **Initial facility occupancy and Use:** Submit copy of verification that facility meets the standards set forth by appropriate local building inspector.
5. **Emergency plans and safety programs:** Submit copy of the private preschool's emergency plans and safety programs meeting the requirements of OAR 581-022-1420.
6. **Policies and procedures for staff hiring and evaluation:**
 - a. **References:** Submit copy of policies and procedures that require the careful checking of personal and professional reference for all potential employees;
 - b. **Criminal background check:** Submit copy of policies and procedures that require:
 - (1) Criminal background checks in compliance with ORS 181.530, ORS 326.603, ORS 326.607, and ORS 342.232 for all potential employees; and
 - (2) Evidence that these have been completed.
 - c. **Staff evaluations:** Submit copy of policies and procedures that require a regular schedule of staff evaluation of competencies of all employees to work with children.
7. **Policy of nondiscrimination:** Submit copy of the preschool's policy of nondiscrimination.

END OF APPLICATION for Preschool Applicants WITHOUT CCD Certificate of Approval

**INITIAL APPLICATION FOR ODE APPROVAL OF PRIVATE SCHOOL
TO PROVIDE
SPECIAL EDUCATION AND RELATED SERVICES
SCHOOL YEAR:**

Authority

Private schools that intend to provide special education and related services to school-age children with disabilities, placed in the school by a school district, must submit an application for initial approval and an annual application for renewal to the Oregon Department of Education (ODE) (OAR 581-015-2275). Private preschools that include kindergarten must also apply under this rule.

Applications are not required for:

- *Educational programs operated by public school districts or by public agencies at treatment centers under OAR 581-015-2570.*
- *Private alternative schools registered under OAR 581-021-0072 if the contracting school district is providing the special education and related services in the student's IEP.*

Application and Approval Dates

ODE accepts initial applications throughout the year for the current school year. The initial approval period is the date of ODE's notification of approval until August 15 of the current year. New applications for approval submitted after April 1 will be approved for the following school year unless otherwise requested.

SCHOOL-AGE – SECTION 1

STATEMENT OF ASSURANCES

For Department Use Only	
Reviewed by:	_____
Date of Approval:	_____
Institution ID #:	_____

Directions

Complete School-Age Sections 1 and 2 of this application (pages 20 and 21).

The private school:

- | | |
|----------|---|
| Initials | 1. Maintains the confidentiality of student records consistent with state and federal laws relating to student records; |
| Initials | 2. Notifies the Oregon Department of Education (ODE) and the contracting public agency of any written complaint it receives concerning the any special education programs and related services being provided |
| Initials | 3. Notifies the contracting public agency of the need for any change in a child's educational program and does not make changes in a child's IEP or IFSP services or placement unless the contracting school district or public agency consents to the change; |
| Initials | 4. Evaluates a child only when this assistance is requested by a written agreement with the contracting public agency, school district, or ESD, in accordance with OAR 581-015-2265; |
| Initials | 5. Initiates and convenes IEP or IFSP meetings only when this assistance is requested by a written agreement with the contracting public agency, school district, or ESD in accordance with OAR 581-015-2265; |
| Initials | 6. Implements the special education services as described in each child's IEP or IFSP in accordance with the contract between the private schools and the placing school district or public agency; |
| Initials | 7. Ensures that students have the opportunity for a child to participate in the any Early Childhood, statewide, or district-wide assessments of student achievement; |
| Initials | 8. Meets the state curriculum standards set pursuant to OAR 581-022-1210. |
| Initials | 9. Has at least one individual qualified to provide special education and licensed according to rules established by the Teacher Standards and Practices Commission available to serve the population of students described in the application. |
| Initials | 10. Uses curriculum content, teaching practices, and equipment that do not violate the constitutional prohibition on religious entanglement; |
| Initials | 11. Program Changes: When a program change is considered, the private preschool forwards its request for approval to the Oregon Department of Education to amend its approved application prior to implementing the change. A major program change consists of any change in the information contained in a private preschool's application that would affect the preschool's approval or disapproval under this rule. |

I certify that: _____	
School Name	
<ul style="list-style-type: none">▶ Can make the assurances listed;▶ Maintains evidence of compliance with the requirements of the assurances.	
Print Name of Administrator	Title
Signature of Administrator	Date

SCHOOL-AGE– SECTION 2
DOCUMENTATION REQUIRED
To be completed by all School-Age and
Combination Preschool/School-Age Applicants

1. **Commercial general liability insurance.** Submit documentation that the private preschool has in effect commercial general liability insurance with policy limits of at least \$500,000 per site. Documentation must include:
 - a) Name of the company;
 - b) Policy number;
 - c) Policy limits (minimum \$500,000 per site); and
 - d) Effective term of the policy.

(Note: If the insurance coverage will expire during the approval year, proof of renewed coverage must be submitted to ODE before to the policy's expiration date to maintain approval.)
2. **Fire codes:** Submit documentation from local or state fire marshal, dated within one year prior to date of this application, verifying that the preschool's **annual** inspection and correction of violations
3. **Health standards:** Submit verification from the local county health department of annual inspection and correction of any violations related to environmental health, food service, and communicable disease, dated within one year prior to date of this application.
4. **Facility occupancy and use:** Copy of verification that facility meets standards set forth by appropriate local building inspector.
5. **Emergency plans and safety programs:** Submit copies of emergency plans and safety programs that meet the requirements of OAR 581-022-1420.
6. **Asbestos management plan:** If the private school acquired or leased a building after October 12, 1988, a copy of the Asbestos Management Plan in accordance with OAR 581-022-1430.
7. **Infectious disease instructional plan:** Copy of plan meeting the requirements of OAR 581-022-1440.
8. **Hours of instruction:** Documentation that the private school provides hours of instruction that meet state standards.
9. **High school credit:** Documentation that the private school grants credit toward high school graduation consistent with OAR 581-022-1130 Diploma Requirements and 581-022-1350(2) and (3) Alternative Education Programs or, if appropriate, an alternate document of completion as permitted under ORS 343.295.
10. **Procedures for staff hiring and evaluation:**
 - a. **References:** Submit copy of official policies and procedures requiring careful checking of personal and professional reference for all potential employees.
 - b. **Criminal background check:** Submit copy of policies and procedures that require:
 - (1) Criminal background checks in compliance with ORS 181.530, ORS 326.603, ORS 326.607, and ORS 342.232 for all potential employees; and
 - (2) Evidence that these have been completed.
 - c. **Staff evaluations:** Submit copy of procedures requiring regular schedule of staff evaluation of competencies of all employees to work with children.
11. **Policy of nondiscrimination:** Submit a copy of the school's policy of nondiscrimination.