



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

February 19, 2016

(X) Action Required
Date Due: 4/12/16
() Informational

MEMORANDUM NO. 007-16M SECONDARY EDUCATION AND STUDENT SUPPORT

TO: Educational Service District Superintendents
Private School District Superintendents
Private School Administrators

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Private School Annual Approval for 2016–17 School Year

CONTACT: Laura Moore, Private Education Program Supervisor
Phone: 360-725-6433; laura.moore@k12.wa.us
Agency TTY: 360-664-3631

Each spring, the chief administrators of private schools seeking State Board of Education approval for the following school year must file a State Standards Certificate of Compliance with the Office of Superintendent of Public Instruction (OSPI). The request for annual approval must be received electronically in the Education Data System (EDS) on or before **April 12**. Starting this year, there will be two options for renewing private school approval based on accreditation status. Accreditation through one of the accreditors recognized by the State Board of Education will be the determiner of accreditation status. (See <http://www.sbe.wa.gov/faq/accreditation.php#.Va0vcE3bJ3w>; bottom of the page).

Please follow these instructions carefully in order to submit your request for private school annual re-approval.

1. Log on to <https://eds.ospi.k12.wa.us/login.aspx>.
2. Enter your username (email address) and password. If you do not have an account, contact Laura Moore (laura.moore@k12.wa.us). If designating a staff member, who needs an account, please send an email to Laura Moore with the person's first and last name and email address.

3. If you have misplaced your password, the system can send a temporary password to the primary email address listed in your EDS Personal Information. Click the “Forgot your password?” link located under the “Login” button. Once received, login and the system will ask you to create a new, permanent password.
4. After you have entered your username and password, click “Login.”
5. Upon selecting the “Private Education Approval” form from your list of applications, you will be asked if you are accredited. If you answer “yes,” you will need to provide the name of the accreditor from the drop down menu of approved providers and the date of your last accreditation review. The form will then open up for you to complete specific items prior to submission, following the steps below.

If you answer “No,” your form will open and you will need to complete all items before submission, following the steps below.

6. Please refer to the following descriptions for information on each piece of the application.

Key Parts of the Application Form

Listed below are key elements of the approval form.

1. The “School District” field has been activated to show you in which public school district you are currently listed. If the district is incorrect, notify the OSPI Private Education Office, and staff will make the change.
2. If, during the year, the name of your school has changed or you will be changing the name of your school, there is a field for requesting the name change. Clicking on the field will generate information on how to send a request to the OSPI Private Education Office via email or regular mail. The change will be made by OSPI staff.
3. Secondary name and email address fields are for the person who will be filling out forms for the school. This person could be the administrator of the school or his/her designee responsible for filing the various forms required (renewal of approval, enrollment report, staff report, etc.).
4. You will also see “Save” buttons at various intervals. These will allow you to save the information you have entered if you need to leave the application for some reason. The application will not be accepted for review until the “Submit” button at the end of the form has been activated.
5. Definition of a residential school—this is a school that has students at the school 24/7 (boarding school is another name often used). It does not mean a school located in a residential area.

School Contact Information

Please verify that the contact information for your school is correct and make any necessary changes in the appropriate information boxes. If your school has changed locations, you must submit a new Health and Safety Inspection and Compliance Form (SPI B-475), as well as a new Fire Inspection and Compliance Form (SPI B-474). These forms are available at <http://www.k12.wa.us/PrivateEd/PrivateSchools/Application.aspx>. **If during the year the**

administrator of the school, location of school, or email contacts change, please notify the Private Education Office (Private.Schools@k12.wa.us).

School Compliance Statement (for non-accredited schools)

In this section, you will check the appropriate boxes that apply to your school. You will also select the grade range from the drop down boxes, enter projected enrollment information and verify that your school is in compliance with state laws and regulations that apply to private schools.

High School Credit

WAC [180-51-050](#) redefines high school credit to mean, that in grades 9–12 or the equivalent four-year high school program, or as otherwise defined in RCW [28A.230.090\(4\)](#), successful completion, as defined by written school policy, of courses taught or satisfactory demonstration by a student of proficiency/competency, as defined by written policy. Schools are still able to use the 150 hour/credit definition.

Recordkeeper Information

In this section, you will enter the name, title, and email address of the person completing this application.

Total Instructional Hour Offerings

In this section, you will calculate the total instructional hour offerings for your school as defined in WAC [180-90-112](#)(4) and WAC [180-90-160](#)(2)(a-b). School year calendars and daily schedules should be available upon request. The Legislature did not change the minimum requirements for approved private schools from the 1,000/450 hour requirements. You can, if you so choose, move to a higher number of hours.

Inservice Approval (Optional)

Teachers, administrators, and educational staff associates issued continuing level certificates on or after August 31, 1987, are required to complete 150 hours of continuing education every five years. WAC [181-85-020](#) specifies all provisos relating to those persons who are required to participate in order to maintain their certification. One hour of continuing education will be granted for 60 minutes of approved inservice; 15 hours of continuing education will be granted for one semester of college/university academic credit; and ten hours of continuing education will be granted for one quarter of college/university academic credit.

Private schools seeking approval as providers of programs that satisfy the continuing education requirement must check the appropriate box on the electronic application, then print and complete the Inservice Approval and Recordkeeping Form (SPI-1140) and mail it by **July 14**, to:

Office of Superintendent of Public Instruction
Office of Private Education
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

This form is also available at <http://www.k12.wa.us/PrivateEd/PrivateSchools/Application.aspx>. Please do not use the form on the Certification website—that form is for public schools and other private entities.

Once a school has been approved as an inservice provider, it must comply with all provisions of Chapter [181-85](#) WAC when offering approved clock hours. This includes keeping inservice records for seven calendar years from the date of each inservice education program offered and be subject to selective OSPI site visits.

Further information regarding the continuing education requirement and a copy of WAC 181-85 may be obtained from the OSPI Professional Education and Certification website at <http://www.k12.wa.us/certification/TeacherMain.aspx> and <http://www.k12.wa.us/certification/Resources.aspx>.

Approval Process

Once you have completed the electronic form, make sure to click “Submit” at the end of the application. For May State Board approval, the application must be completed by **April 12**. You will not be able to submit the final application if there is missing information. If this is the case, your application will show up with instructions in red regarding the incomplete parts.

Upon successful completion, you will receive a message in blue at the top of your application that states, “Your application has been accepted! You can print it for your records by clicking the ‘Print Friendly’ button.” You will find the “Print Friendly” button in the top right hand corner above your school name.

OSPI staff will review the Standard Certificate of Compliance and, if appropriate, forward a recommendation for approval to the State Board of Education (SBE). OSPI will send a certificate of approval, on behalf of the SBE, to the approved schools following action at the May 2015 SBE meeting.

For those schools that missed the May State Board approval, applications will be due in EDS by **June 14** for July 2016 approval.

Failure to comply with the approval process requirements will move your school status to that of an “unapproved private school.” To again be an approved private school, you must submit an initial application for approval and resubmit all required forms, including new health and safety inspection, fire safety inspection (inspection reports less than one year old will be accepted), a brief synopsis of the curriculum taught at each grade level, and a copy of the most recent student, parent, or faculty handbook. The application is submitted in hard copy (paper) form.

Teacher Certification Recommendation for Approved Private Schools

When a Washington state certificated teacher moves from the private to the public school system, state law recognizes teacher service in an approved private school in computing a new hire’s placement on the salary schedule in the public school system. We highly recommend that you include the following qualification when you place a job announcement.

This position requires Washington state certification or meets requirements consistent with chapter 180-90 WAC.

Statutes and Regulations that Apply to Private School Approval in the State of Washington

Links to the private school laws, uniform entry qualifications, courses of study and equivalencies, high school graduation requirements, pupil immunization requirements, health measures, and professional certification (continuing education requirements) are available online at <http://www.k12.wa.us/PrivateEd/PrivateSchools/Application.aspx>.

If you have any questions, contact Laura Moore at 360-725-6433, or email PrivateSchools@k12.wa.us. The agency TTY is 360-664-3631.

K–12 EDUCATION

Gil Mendoza, Ed.D.
Deputy Superintendent

SECONDARY EDUCATION & STUDENT SUPPORT

Dan Newell
Assistant Superintendent

Dixie Grunenfelder, Director
Secondary Education