



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

The State Office of Religious and Independent Schools
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Program Requirements for Nonpublic Schools Seeking an Absolute Charter

- ✓ **A nonpublic school must have an Education Corporation, i.e., Provisional Charter, in good standing**, except in certain rare circumstances where a long term, well established nonpublic school operating under a not-for-profit incorporation may be eligible to apply for an Absolute Charter in the first instance;
- ✓ **A nonpublic school must have authorization for each grade level in operation and there must be student enrollment at every grade level** – there must be a significant enough number of students at each grade level to constitute a class, however, combined grade levels may be considered;
- ✓ **A nonpublic school must submit three prior years of audited financial statements;**
- ✓ **A nonpublic school must provide visual documentation of facilities and grounds, which includes photographs off all inside and outside spaces; and**
- ✓ **A nonpublic school must submit documentation for all items on the 21 Item Checklists.**

Additionally

An amendment would also need to be filed if there are changes to the current provisional charter including those made to:

- ✓ Addresses of school buildings (this includes both moves and the addition/closing of a school building site);
- ✓ Ages and/or grades being served; and/or
- ✓ Educational purpose.

If an amendment is needed, please review the following links:

- The form to amend and make a charter absolute, along with all other petition forms, can be found at: <http://www.counsel.nysed.gov/charters/forms>
- General information about Regents charters: <http://www.counsel.nysed.gov/general-information>
- Instructions for what to include with a petition for an amendment can be found on the SORIS website here: <http://www.p12.nysed.gov/nonpub/starting/>.

Please send all materials to:

State Education Department
Office of Counsel
89 Washington Avenue, Room 148 EB
Albany, New York 12234

If you wish to apply for a BEDS number or if you have multiple buildings utilizing one BEDS number, please visit <http://www.p12.nysed.gov/nonpub/running/> for instructions and an application