



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## NON-PUBLIC SCHOOL PETITION FOR STATE ACCREDITATION

*School Name:*

*School Address:*

*School Phone:*

*School Email:*

*School Website:*

*School Contact Person:*

*School Contact Person's Phone Number:*

*School Contact Person's Email:*

*School Contact Person's Role:*

*What is the contact person's preferred method of contact?*

*How many years has the school been in operation?*

*Does the school have more than one location? (NOTE: Each location requires their own petition for accreditation):*

*Type of instruction the school provides:*

*In-person*

*Virtual*

*Hybrid*

*Type of Accreditation that the school is applying for:*

*Seeking*

*Immediate*

*Has the school petitioned for accreditation previously?*

*If YES, when and what was the outcome?*

*Is your school currently accredited by a 3rd party organization? YES \_\_\_\_\_ NO \_\_\_\_\_*



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*If YES, Name of third-party organization:*

*Is your school affiliated with any existing educational organizations? YES \_\_\_\_\_ NO \_\_\_\_\_*

*If YES, please name:*

*Has your school been assigned a school number in the past? YES \_\_\_\_\_ NO \_\_\_\_\_*

*If YES, what is the school number?*

*Why is your school seeking Indiana state accreditation?*

*Name of SIS Vendor:*

One Ten	PowerSchool	FACTS	FastDirect
Skyward SMS	Fast Direct	NHA	Synergy
Sycamore	Infinite Campus	ALMA	
Skyward Qml	Jupiter Ed	Harmony	

I DOE Template (Choose this option if your school does not plan to use an SIS).

**NOTE:** Schools are not considered accredited during the application process. Schools are only eligible to participate in the Indiana Choice Scholarship Program upon official approval of an application by the Indiana State Board of Education.

\_\_\_\_\_ Electronic Signature of Authorized Representative

\_\_\_\_\_ Date



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## OVERVIEW

1. School Background: Identify the school seeking accreditation with the State of Indiana, the location of the school, the number of years the school has been in operation (if applicable), and the community the school serves or intends to serve. Indicate whether the school operations are strictly in-person, strictly virtual, or a combination of in-person and virtual. Identify any current accreditation and or affiliations held by the school, including any prior applications for accreditation with the State of Indiana. Indicate whether the school intends to participate in the Indiana Choice Scholarship Program.



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2. **Student Population:** Describe the current and/or anticipated grade configuration of the school, including any anticipated grade expansion in the first five (5) years as a state-accredited school. Indicate the projected annual enrollment for the school during its first five (5) years as a state-accredited school. Provide an overview of the current or anticipated demographic information of the school's student population.

3. **Mission Statement:** Provide a description of the school's vision and mission, including academic objectives or whether the school serves or intends to serve special student populations.



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4. Governing Body: Describe the structure and make-up of the governing board for the school. Indicate the functions of the governing board and how it promotes the mission and vision of the school.



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## OPERATIONS

1. School Calendar: Provide a brief description of how the school's academic calendar is strategically designed to support the educational plan and school mission, and to meet the needs of the anticipated student body. Provide, *as an attachment*, a copy of the school's academic year calendar for its first year of operations as an accredited school. The calendar should include the following: the anticipated start and end dates for the school year; and any anticipated holidays or other business days that will not count as instructional days for students. The calendar should comply with IC 20-30-2-7 regarding the minimum length of school term.



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- 2. School Schedule & Instructional Time:** Provide a brief description of how the school's daily schedule is strategically designed to support the educational plan and school mission, and to meet the needs of the anticipated student body. Provide, *as an attachment*, a copy of the school's daily schedule of classes. The schedule should include the following: the start and end times for each instructional day (note: only list multiple days if the start/end times differ throughout the week/year); and the number of hours/minutes devoted to the core subjects of English/language arts, mathematics, science, and social studies. The schedule should comply with IC 20-30-2-2 regarding instructional time.

- 3. Data Systems & Reporting:** Identify the school's current or anticipated student information system (SIS), and whether that SIS is Indiana Ed-Fi certified with Ed-Fi Data Standards (highly recommended, but not a requirement). Indicate the school's capacity to produce and submit all required data reports to the state in an accurate and timely manner.



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- 4. Facility Information:** Provide a description of the facility at which the school will operate, including the address and whether the school will be co-located with another entity or organization. Describe how the school building will provide a safe learning environment for the student body. Indicate whether the facility has been inspected by the Indiana State Department of Health, Office of the State Fire Marshal, Department of Public Works, and the corresponding local agencies. If the facility has been inspected, indicate whether any findings of noncompliance were made.

- 5. Proposed Budget:** Provide, *as an attachment*, a summary of the proposed budget for the school during the first year of operations as an accredited school. Describe the anticipated cost of tuition and fees, the overall anticipated revenue based on expected enrollment, and a summary of expenses.
- 6. Enrollment & Admissions:** Provide, *as an attachment*, the school's enrollment and admissions policy. Include information on any test-based admissions requirements or other means-based admissions policies that will be used by the school.
- 7. Handbooks:** Provide, *as an attachment*, the school's employee handbook and student/parent handbook.





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## STAFFING

1. Administrators/School Leaders: Provide a summary of the school's administrative structure, including a short biography of the school and system leaders. Include, *as an attachment*, a resume for each school and/or system leader. Demonstrate how each leader promotes the school's mission and vision, and effectively advances student performance in his or her role.

2. Teachers & Faculty: Provide a summary of the anticipated staffing structure over the school's first five (5) years as an accredited school, including the number of teachers, grade/s taught, and any licenses or credentials held by staff.



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- School Hiring Policy: Provide, *as an attachment*, the school's general hiring policy, including the requirement that the most recent employer provided by a prospective employee be contacted before the school may hire the prospective employee, as required by IC 20-26-5-10.5. Include the school's criminal background check policy, which should comply with IC 20-26-5-10. If applicable, include the school's hiring process for coaches of an Indiana High School Athletic Association (IHSAA)-recognized sport. This process should include the following requirements: confirmation that the individual is accredited by the IHSAA; request for references and contacting of references; and confirmation of whether the IHSAA has ever suspended or revoked the individual's accreditation.



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## ACADEMICS

1. Standards & Curriculum: Describe the school's academic standards and curriculum, including the anticipated subjects in which students will receive instruction. Indicate how studies of the core subjects of English/language arts, mathematics, science, and social studies are included in the school's curriculum.

2. Instructional Methods: Describe the systematic methods that will be used to meet the needs of all students and provide equitable and challenging experiences for all students, including but not limited to students with special needs and high ability students. If applicable, provide a description of how the school's curriculum offers a student the opportunity to earn an Indiana diploma pursuant to IC 20-32-4.



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3. Assessment Systems: Describe the school's formative/benchmark assessment program, including the anticipated assessment that will be used (including teacher-designed assessments) as well as the frequency of these assessments.

4. Supplemental Programming: Describe what other supplemental, non-academic programming the school will provide to students as a part of the regular school day. This section does not need to include information about before/after-school activities, extracurricular clubs, or other programming that is not considered a component of the traditional school day.



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## ASSURANCES

As an authorized representative of the applicant organization, I provide the following assurances:

1. The school will not offer or give, as an enrollment incentive, any item that has monetary value, including cash or a gift card that may be used at a retail store, grocery store, online store, or other commercial enterprise, to a prospective student, or parent of a prospective student, in exchange for enrollment at the school; or any person in exchange for referring a prospective student to the school.
2. The school will not establish any policy that restricts or delays the duty of an employee or individual to report suspected child abuse or neglect as required under IC 31-33-5.
3. The school facilities will comply with state and local health and safety requirements for school buildings, as required by the Indiana State Department of Health, Office of the State Fire Marshal, Department of Public Works, and the corresponding local agencies.
4. If providing students with transportation services, the school will comply with all applicable regulations and standards of the state school bus committee.
5. The school will present instruction with a special emphasis on honesty, morality, courtesy, obedience to law, respect for the national flag & Constitutions, respect for parents & the home, the dignity & necessity of honest labor, and other lessons of a steadying influence promoting & developing an upright and desirable citizenry, as required by IC 20-30-5-5.
6. The school will complete the education organization registration process for Unified Access prior to the beginning of its first school year as an accredited school, which includes the registration of the school's cloud domain with the State of Indiana; assignment of an organizational lead for the school; acceptance of state security assurances; and the establishment of local security coordinators (<https://www.in.gov/doe/files/Education-Organization-Registration-Process.pdf>).
7. All appropriate school staff received and reviewed the requirements associated with administering all state assessments, including ILEARN, WIDA ACCESS 2.0, SAT, and I AM, and understands the requirements associated with such administration. All appropriate school staff has also read and understands the Indiana Assessments Policy Manual (<https://www.in.gov/doe/students/assessment/indiana-assessments-policy-manual/>).
8. All appropriate school staff received and reviewed the legal requirements for a nonpublic school holding state accreditation and understand these standards and requirements.
9. All appropriate school staff will register for the following: the DOEOnline system, the STN Application Center, the Nonpublic School Community (<https://moodle.doe.in.gov>), and Dr. Jenner's weekly update. The school will identify and register a Corporation Test Coordinator for the school.
10. All appropriate school staff understand that the school's accreditation, if granted, will be considered "provisional" until the school demonstrates compliance with all legal standards, and that accreditation may be revoked if the school fails to meet any or all legal requirements while holding provisional accreditation.

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Electronic Signature

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Date