

**THE NEW YORK STATE EDUCATION DEPARTMENT**  
**OFFICE OF NONPUBLIC SCHOOL SERVICES**  
89 Washington Avenue, Room 475 EBA  
Albany, New York 12234  
Telephone: (518) 474-6541  
Website: <http://www.p12.nysed.gov/nonpub>  
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INFORMATION REQUIRED FOR THE INCORPORATION OF A NONPUBLIC SCHOOL

The following are required in support of a petition for incorporation or consent to incorporation.

1. **A description of the curriculum.** Nonpublic schools in New York State are free to choose a curriculum. This curriculum may be the same as, or different from, that of the public schools. Public schools in the State are now required to use the prekindergarten through grade 12 common core learning standards in English and math, which are supported by the State Education Department and Board of Regents, and have been adopted by a majority of states. The benefits of these standards include that they are internationally benchmarked, aligned with work and post-secondary education expectations, and involve the higher order skills which students need. Common core standards may be found at: [http://www.p12.nysed.gov/ciai/common\\_core\\_standards/](http://www.p12.nysed.gov/ciai/common_core_standards/)  
  
Other information regarding curriculum and instruction, including diploma requirements and contact information may be found at the Office of Curriculum and Instruction website: <http://www.p12.nysed.gov/ciai>.
2. **Staff List:** A list of the names of the staff, including administrators, teachers, and aides or assistants, and their qualifications. If this is a new school and staff has not yet been hired, please list staff titles and required qualifications.
3. **Addresses:** Please give addresses of *all* school buildings and locations where instruction will take place. Include a description of all school buildings or locations and grounds with drawings showing the relative locations of rooms and their dimensions (or comparable diagrams).
4. **Certificates of Occupancy:** A copy of the certificate(s) of occupancy (zoning permit in some communities) for *each* building or location where instructional activities will occur, showing approval for educational use and maximum capacity. Please also send a copy of a report of fire inspection for *each* building or location dated within the last 12 months, showing that all fire prevention systems, e.g. sprinklers, alarms, and extinguishers, are working, and that fire escape routes are clear and adequate. In some communities, the zoning approvals and fire inspection reports are combined. If you are in an area where certificate of occupancy does not apply, you may need to obtain a Certificate of No Objection, Certificate of Use, Certificate of Compliance, or equivalent document.
5. **Health Permit:** A copy of the health permit (where required locally).
6. **Day Care Permit:** In New York City, a copy of the Day Care Permit (applies where there are pupils under 6 years of age).

Complete list includes 21 items

7. **Budget:** A copy of the school budget for the current year, and for the previous two years if the school has been in operation for several years. Current year budget and audited financial statements from prior two years are preferable, if available.
8. **Tuition:** A copy of the tuition schedule.
9. **Admission Policies:** A description of admission procedures, including information about testing, and about any restrictions to admission that may pertain for reasons of any type of disability or religious orientation.
10. **Attendance Area:** A description of the attendance area for the majority of pupils. Are most from the immediate neighborhood, or are many from outside areas as well?
11. **Calendar:** A copy of the school's calendar for the current year.
12. **Schedule:** A copy of the daily schedule, or schedules.
13. **Records Policy:** Written assurance that records are, or will be, properly kept, for attendance, fire drills, pupil achievement, and anecdotal records and, further, that in case of transfer, a pupil's records will be sent to the receiving school upon request.
14. **Grade Structure:** A description of the grade level organization, i.e., traditional, combined grades, upper school – lower school, etc.
15. **Transportation:** A description of the school's arrangements for transportation of the pupils.
16. **Nutrition:** A description of the snack and/or lunch program.
17. **Brochure:** A copy of the school's brochure to parents, if any, describing the program.
18. **Local School District Information:** A description of local public school relationships, if any, with your school. Nonpublic schools are required to obtain assurance from their local public school district that their instruction is educationally equivalent to that offered by the local public schools. Has your school contacted the local public school district to discuss "Equivalency of Instruction"? Please see the Office of Nonpublic Schools website <http://www.p12.nysed.gov/nonpub>, click on "Handbooks and Manuals", and see "Guidelines for Determining Equivalence of Instruction in Nonpublic Schools" and the "Manual for New Administrators of Nonpublic Schools" for more information.
19. **Enrollment:** Number of children at each grade level.
20. **Philosophy:** A statement of the school's philosophy.
21. **OCFS License (where applicable):** A copy of the license issued by the NYS Office of Children and Family Services (does not apply to New York City) for programs serving children up to age 6 where any child attends for more than 3 hours per day.

Complete list includes 21 items