

APPLICATION FOR NONPUBLIC SECONDARY SCHOOL REGISTRATION

Attached is a form to be used by nonpublic school authorities in making application for the registration or admission of a secondary school to the University of the State of New York. Secondary schools which are registered are granted the privilege of administering Regents examinations and awarding diplomas. **The deadline for submitting applications for 2012-2013 school year registration is Monday, April 22, 2013.**

Complete information should be given under each heading and under each subdivision. Once the attached application has been received, it will be reviewed to determine the degree to which the applicant school is in compliance with applicable laws, and regulations. In addition, Department staff will review data concerning student achievement. Once the application is complete, a member of the professional staff will visit the school. Following this, a recommendation will be submitted to the Board of Regents.

Correspondence relative to this application, along with requests for technical assistance, should be addressed to:

Office of Nonpublic School Services
New York State Education Department
Room 876 EBA
Albany, New York 12234.

Phone (518) 474-3879 or (518) 474-6541
Fax (518) 474-1983
emscmgts@mail.nysed.gov

Name of School	
Address	
BEDS Number	
Grade Levels	
Name of Principal or Head	
Phone	

Complete the following **if applicable**:

Date/No. of Charter	
Type of Charter	
Other Type of Incorporation	
Religious Affiliation	

PART A: DESCRIPTION OF SCHOOL

Please provide a description of the school in narrative form addressing the topics listed below. If appropriate, attach a copy of the school brochure or catalog.

Historical overview (include place and date school was established; founders; philosophy/purposes; and past locations.)

Buildings and grounds (provide a brief description of the building(s) and campus.)

Staffing (describe staffing.)

Curricular program description (include a list and description of courses offered, or attach a school brochure, highlighting any unique offerings or major programs.)

Extracurricular program description (include a list and description of programs offered, highlighting special activities, e.g., community service programs, interscholastic athletics, etc..)

Accreditation/memberships/affiliations; awards/honors/scholarships (include dates, sources and other relevant information.)

Any additional information useful in describing the school.

PART B: COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

This section allows both the secondary school and the State Education Department to determine the extent to which the school meets the requirements established by the Education Law (Ed.L), the Regulations of the Commissioner of Education (CR) and other relevant laws. The basis for each law or regulation is cited at the end of each statement.

Check the appropriate response below each statement to indicate whether or not your school is in compliance. If the answer to any question is No, please explain in the space to the right under "Comments."

		Yes	No	Comments
1.	Has each pupil been immunized against poliomyelitis, rubella, diphtheria, mumps and measles? Public Health Law 2164			
2.	Are daily attendance records maintained? Ed.L., 3211(4)			
3.	Is instruction provided in patriotism and citizenship; the significance, meaning and effect of the <u>Constitution of the United States</u> , the <u>Declaration of Independence</u> , and <u>Constitution of New York State</u> ? Ed.L., 801; CR 100.2(c)(1) and (2)			
4.	Are the following subjects or their equivalent offered: CR 100.5			
	English..... 4 units	Yes	No	
	Social studies 4 units (including a year of American history)	Yes	No	
	Mathematics..... 2 units	Yes	No	
	Science..... 2 units	Yes	No	
	Health education..... 1/2 unit	Yes	No	
	Physical education..... 2 units	Yes	No	
	Art and/or music..... 1 unit	Yes	No	
5.	Have the sequence requirements been met? CR 100.5(c)			
6.	Have courses offered for Regents diploma credit, for which there is no State syllabus, been approved by the State Education Department? CR 100.5(b)(6)(ii)			[] N/A
7.	Does the school ensure that students are not denied membership or participation in any			

	curricular or extracurricular activities on the basis of race, sex, marital status, color, religion, national origin, or disability, except as otherwise provided in the regulations? CR 100.2(k)			
8.	Has a statement of nondiscrimination been made available? IRS Code 501 (c)(3)	Yes	No	
9.	Does the School provide a guidance and counseling program? CR 100.2(j)(2)	Yes	No	
10.	Has the school developed and implemented plans for providing physical education experiences for all pupils? CR 135.4	Yes	No	
11.	Many schools integrate safety education instruction with other curricula. Please provide a description of how the following instruction is covered:			
	Does safety education include highway, traffic, bicycle, home, recreational, industrial, occupational and school safety? Ed.L., 806; CR 100.2(c) and CR 107.1(a)	Yes	No	
	Is instruction in safety education provided for not less than 30 periods, or the equivalent, in each of grades 7-9? CR 107.1	Yes	No	
	Does the school provide instruction in safety education for not less than 15 periods, or the equivalent, in each of grades 10-12? CR 107.1(a)	Yes	No	
12.	Is instruction in fire and arson prevention given for a minimum of 45 minutes each month or the equivalent? (Please provide a description of how this instruction is covered in the curriculum.) Ed.L. 808	Yes	No	
13.	Does the health education program include instruction concerning the misuse of alcohol, tobacco and other drugs; and instruction concerning AIDS? Ed.L., 804 and 804-a	Yes	No	
14.	Do students wear appropriate eye safety devices in shops and laboratories when activities present a potential eye hazard? Ed.L., 409-a; CR 141.10	Yes	No	
15.	If the school uses hypodermic needles and syringes for educational purposes, has the school filed a certificate of need with the State Education Department? CR 137.1	Yes	No	[] None Used
16.	Have all pupils who received a Local	Yes	No	

	Diploma or a New York State (Regents) diploma met the requirements set by CR 100.5 . (These requirements vary depending on the year of entry into 9th grade).			
17.	Are all students entering for the first time with no available records (math, reading and writing) screened to determining the need for remedial instruction? CR 100.2(r)(1)	Yes	No	[] N/A
18.	Are pupils who score below the reference point on the Regents preliminary competency tests and Regents competency tests provided appropriate remedial instruction? CR 100.4(e) and 100.5(a)(4)(iii)	Yes	No	[] N/A
19.	Does the principal notify in writing the parent or guardian of a student who shall be provided remedial instruction of the competency test results and the plan for remedial instruction? CR 100.4(e) and 100.5(a)(4)(iii)	Yes	No	[] N/A
20.	Has the Comprehensive Assessment Report (CAR) report been made available to parents upon request? CR 100.2(m)(2)	Yes	No	
21.	Is a school library maintained? CR 91.1	Yes	No	
22.	Does the school library contain the minimum number of titles required for the average daily attendance (A.D.A.) of pupils, as follows? CR 91.1			
	ADA Titles			
	200-500 3,000	Yes	No	
	501 - 1,000 5,000	Yes	No	
	1,001 - 8,000	Yes	No	
23.	If the school awards certificates to students with handicapping conditions,			
	a) Has the school adopted written policies and procedures so that, prior to awarding local certificates, such students are ensured appropriate opportunities to earn a high school diploma? CR 100.6(a)	Yes	No	
	b) Are certificates awarded only to students	Yes	No	

	who have achieved the educational goals specified in each student's IEP in effect during the year in which such certificate is awarded? CR 100.6(b)(1)			
	c) Is each certificate accompanied by a written statement of assurance that the student continues to be eligible to attend the public schools of residence until the student has earned a high school diploma or until the end of the school year of such student's 21st birthday, whichever is earlier? CR 100.6(c)	Yes	No	
24.	Are twelve fire drills conducted each school year and are eight of these drills conducted between September 1 and December 1 of each year? Ed.L., 807	Yes	No	
	If the building has fire escapes, do at least one third of the drills involve use of the escapes? Ed.L., 807	Yes	No	
25.	Except for schools in New York City, is a fire inspection report filed annually with the New York State Education Department? Ed.L., 807-a	Yes	No	

PART C: STUDENT COMPETENCY AND RETENTION RATES

STUDENT COMPETENCY

Before graduating from high school, students must demonstrate competency on Regents Competency Tests (RCT), Regents Examinations, College Board's Scholastic Aptitude Tests (SAT) or American College Testing Program (ACT). Competency must be demonstrated by passing:

a.	RCT in reading and in writing or the Regents Comprehensive Exam in English.		
	(Competency in Reading can also be demonstrated by scoring 310 or higher on the Verbal subtest of the SAT; or by scoring 9 or higher on the Social Studies Reading; or by scoring 15 or higher on the Natural Sciences Reading subtests of the ACT.) (Competency in Writing can also be demonstrated by scoring 310 or higher on the Verbal subtest of the SAT or by scoring 12 or higher on the English Usage subtest of the ACT.)		
	For 12th grade students, please complete the following:		
	<i>Test Passed</i>	<i>No. of Students</i>	<i>% of Students</i>
	RCT		
	Regents Exam		
	SAT		
	ACT		
	Total		
b.	RCT in mathematics or a Regents exam in mathematics or business mathematics.		
	(Competency in Mathematics can also be demonstrated by scoring 350 or higher on the Mathematical subtest of the SAT or by scoring 12 or higher on the Mathematics Usage subtest of the ACT.)		
	For 12th grade students, please complete the following:		
	<i>Test Passed</i>	<i>No. of Students</i>	<i>% of Students</i>
	RCT		
	Regents math		
	Regents business math		
	SAT		
	ACT		
	Total		
c.	RCT in American History and government or the Regents exam in American History and government.		
	(Competency in American History and government can also be demonstrated by scoring 410 or higher on the American History and Social Studies College Board Achievement Test (CBAT).)		
	For 12th grade students, please complete the following:		
	<i>Test Passed</i>	<i>No. of Students</i>	<i>% of Students</i>
	RCT		
	Regents Exam		
	CBAT		
	Total		

STUDENT RETENTION

Compare the current senior class to the same group that started 9th grade three years ago. How many students have dropped out? Do not include students who have transferred to other schools, or students who have entered a General Equivalency Degree Program. If the school has a dropout problem, how is this being addressed?

No. of students in grade 12	
No. of students who have dropped out (between grades 9 and 12):	
% of students who have dropped out (between grades 9 and 12):	%

Person completing this form (Please type or print)

Name	
Title	
Phone	