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.