MEMORANDUM

TO: Recognized School Contacts

FROM: Pat Pallas Gray, Independent School Consultant

DATE: April 25, 2018

RE: Recognized Independent School Enrollment Forms for 2018-2019

Enclosed is the information required annually to continue your school’s recognized independent school status, pursuant to 16 V.S.A. **§**166(c). This information must be received by the Agency of Education (AOE) prior to the public schools in your area opening for the 2018-2019 school year. Please submit the completed forms by August 1, 2018. This will give the AOE an opportunity to respond to your notice in a timely manner.

These forms are also available at the AOE’s website on the independent schools page at [Recognized Independent School Enrollment Notice](http://education.vermont.gov/documents/recognized-independent-school-enrollment-notice) in Microsoft Word format. Completed forms can be submitted electronically to Pat Pallas Gray at pat.pallasgray@vermont.gov or can be mailed to the following address:

Pat Pallas Gray

Independent School Consultant

Vermont Agency of Education

219 North Main Street, Suite 402

Barre, VT 05641

**If your school has been granted recognition status by the Christian Schools of Vermont (CSV), you are only required to complete sections 1 and 2 below before signing and returning this form to the AOE.**

If you have any questions, please contact Pat Pallas Gray, Independent School Consultant, at pat.pallasgray@vermont.gov or 802-479-1199.

**Recognized Independent School Enrollment Notice**

**2018 -2019 School Year**

|  |
| --- |
| **Section 1: School Information** |

**Name of School:**

**School Address:**

**Phone Number:**

**Website Address, if applicable:**

**Head of School or Contact Person**

* **Name:**
* **Title:**
* **Phone Number:**
* **Email Address:**

**Grade Levels Served (if you use an alternative system please describe below):**

**Name of Local School District or Supervisory Union:**

|  |
| --- |
| **Section 2: School Schedule and Calendar** |

|  |  |
| --- | --- |
| **Applying Recognized School** | **The local public school serving students in the same or equivalent grades** |
| The school day begins at (time): | The school day begins at (time): |
| The school day concludes at (time): | The school day concludes at (time): |
| Total school days per academic year: | Total school days per academic year: |
| Comments: |

|  |
| --- |
| **Section 3: Minimum Course of Study** |

***Please provide a description or outline of your Minimum Course of Study for each grade that your school serves. If a grade level’s Minimum Course of Study has not changed from your 2017-18 enrollment notice, please indicate “see 2017-2018” in that grade’s text field.***

|  |  |
| --- | --- |
| **Grade Level** | **Describe the minimum course of study for students in this grade:** |
| **K** |  |
| **Grade 1** |  |
| **Grade 2** |  |
| **Grade 3** |  |
| **Grade 4** |  |
| **Grade 5** |  |
| **Grade 6** |  |
| **Grade 7** |  |
| **Grade 8** |  |
| **Grade 9** |  |
| **Grade 10** |  |
| **Grade 11** |  |
| **Grade 12** |  |

**Describe the assessment tools and strategies employed by your school:**

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| --- |
| **Section 4: Statement of Assurances** |

**In making this report to the Secretary, the school makes the following assurances:**

1. The school will prepare and maintain attendance records for each pupil enrolled or regularly attending classes;
2. At least once each year the school will assess each pupil's progress and will maintain records of that assessment, and present the results of that assessment to each student's parent or guardian;
3. The school’s educational program will include the minimum course of study set forth in

16 V.S. A. §906;

1. The school will have teachers and materials sufficient to provide the minimum course of study;
2. The school will meet such state and federal laws and regulations concerning its physical facilities and health and safety matters as are applicable to recognized independent schools, including:
	1. Obtaining current certificate of occupancy from the Division of Fire Safety (*NFPA 101*; 20 V.S.A. **§2730)**
	2. Conducting and documenting monthly fire drills (16 V.S.A. **§1481);**
	3. Conducting and documenting “clear the halls” drills every other month

(16 V.S.A. **§1481);**

* 1. Obtaining a current users agreement with the Vermont Crime Information Center (VCIC) (16 V.S.A. **§**255);
	2. Maintaining current immunization records or exceptions for all students

(18 V.S.A. **§1121);**

* 1. Adopting and supporting a Vermont-compliant bullying, hazing, and harassment policy (16V.S.A. **§570);**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**