
MEMORANDUM

TO: Recognized Independent School Contacts
FROM: Pat Pallas Gray, Independent School Consultant
SUBJECT: Recognized School Enrollment Notice for 2023-2024
DATE: April 24, 2023

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 2023-2024 school year. Please submit the completed forms no later than August 1, 2023. This will give the AOE an opportunity to respond to your notice in a timely manner.

These forms are also available on AOE's website on the independent school page at <https://education.vermont.gov/documents/edu-recognized-independent-school-enrollment-notice> in Microsoft Word format. We prefer to receive the completed forms electronically; and they should be sent to Pat Pallas Gray at pat.pallasgray@vermont.gov. If you are unable to submit the forms electronically, they can be mailed to the following address:

Pat Pallas Gray
Independent School Consultant
Vermont Agency of Education
1 National Life Drive, Davis 5
Montpelier, VT 05602

Contact Information:

If you have questions about this document or would like additional information, please contact:
Pat Pallas Gray, School Finance Team, at pat.pallasgray@vermont.gov or (802) 828-3991

Recognized Independent School Enrollment Notice

2023 -2024 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):

For Profit or Non-Profit:

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 2022-2023 enrollment notice, please indicate "see 2022-2023" in that grade 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:

Section 4: Statement of Assurances

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

- i. The school will prepare and maintain attendance records for each pupil enrolled or regularly attending classes;
- ii. 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;
- iii. The school's educational program will include the minimum course of study set forth in 16 V.S. A. §906;
- iv. The school will have teachers and materials sufficient to provide the minimum course of study;
- v. 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:
 - Obtaining current certificate of occupancy from the Division of Fire Safety (*NFPA 101*; 20 V.S.A. §2730);
 - b. Conducting and documenting monthly fire drills (16 V.S.A. §1481);
 - c. Conducting and documenting "clear the halls" drills every other month(16 V.S.A. §1481);
 - d. Obtaining a current user's agreement with the Vermont Crime Information Center (VCIC) (16 V.S.A. §255);
 - e. Maintaining current immunization records or exceptions for all students (18 V.S.A. §1121);
 - f. Adapting and supporting a Vermont-compliant bullying, hazing, and harassment policy (16 V.S.A. §570).

Signature: _____ **Print Name:** _____

Title: _____ **Date:** _____