

NOTIFICATION OF NEW PRIVATE SCHOOL

Please mail or fax the completed form to:

Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148
Attn: Kerrie Anastas
FAX #: 781-338-6850

Please check off one of the following required options:

YES - has special education program(s) NO -does not have special education program(s)

Effective Date _____ (the date of the local school committee’s approval*)

School name _____

School physical address _____

School mailing address (if different) _____

Grades offered _____

Phone number _____ Fax number _____

Website _____ email address _____

Principal’s name _____

Is the principal certified with the Massachusetts ESE? _____ If yes, license # _____

Contact name – person completing the form _____ Tel. # _____

Email address: _____

Private elementary and secondary schools have the following responsibilities:

- MA General Laws c. 72 section 2, paragraph 3: “The supervisory officers of all private schools shall within thirty days after the enrollment or registration of any child of compulsory school age, report his/her name, age, and residence to the superintendent of school of the town where that child resides: and whenever a child withdraws from a private school, such officers shall, within ten days, notify said superintendent.”
- Submit *The Individual Private School Report* (enrollment as of October 1st), sending a copy to the ESE and a copy to the Local School Superintendent or by using our online tool. A blank report will be sent to the school in September. To receive a user ID and password to submit online, please send an email to, privateschools@doe.mass.edu

Principal’s Signature _____

*** MA General Laws c.76 section 1: “For the purposes of this section, school committees shall approve a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town; but shall not withhold such approval on account of religious teaching...”**