

NOTIFICATION OF NEW PUBLIC SCHOOL

Please fax the completed form to:

Attn: Kerrie Anastas
FAX #: 781-338-6530

***Please note: All District changes should be submitted together at the start of each new school year.**

If applicable, please circle one or more of the following characteristic choices:

Innovation School

Virtual Innovation School

Alternative Education School/Program

***All of the following fields are required:**

District code _____ District name _____ School Effective Date _____

School name _____

School physical address _____

School mailing address (if different) _____

Grades offered _____

Principal's name _____ Certification #(required) _____

Phone number _____ Fax number _____

Website _____ Email address _____

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

Email address: _____

Entities which are recognized by the ESE as public elementary or secondary schools have the following responsibilities:

- Have an assigned principal who holds a valid Massachusetts license to serve as principal (with the exception of charter schools), is employed under an independently negotiated contract, has authority over and responsibility for all budget, personnel, educational, and operational matters at the school
- Operate at least 180 days in a school year
- Provide a minimum of 900 hours per school year of structured learning time to every student, if elementary school. Provide a minimum of 990 hours per school year of structured learning time to every student, if secondary school. (603 CMR 27.02)
- Administer the MCAS at the appropriate grade levels
- Submit all required ESE school-level data reports. The district may complete the actual submission of the report, but the data must be reported by school, for each school.

For the current school year, the required reports are:

- Student Information Management Collection (3x/year)
- Educator Personnel Information Management System (1X/year)
- School Safety and Discipline Report
- Title 1 Performance & Achievement Report (Title 1 schools only)
- Technology Plan Update
- Career & Technical Education Graduate Follow-up Report (as applicable)
- Schedule 3 of the End of Year Financial Returns

****Please note that the above responsibilities may not necessarily apply to an innovation school if ESE has approved a waiver request per 603 CMR 48.03.**

Superintendent's Signature _____

Please remember that once a new school has been added to the directory, any subsequent changes and/or additions to the contact information must be maintained by the district.