# NOTIFICATION OF NEW PUBLIC SCHOOL

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

***Please scan and email the completed and signed form to:***

Attention: Kerrie Anastas

Email: diradmin@doe.mass.edu

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

**Innovation School Innovation Academy 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 (2x/year)
* Student Course Schedule (2x/year)
* School Safety and Discipline Report
* Title I Data (Title I districts & 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If no signature can be provided, form must be emailed directly from the Superintendent.**

*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*.