



The Washington State  
**BOARD OF EDUCATION**

## **SAMPLE 2025 - 2026 New Private School Annual Approval Application**

*Tips and guidance in this sample application will appear in italics throughout and are denoted with a “⚠” symbol. Links to both the New and Renewing Private School Applications will be [available online March 3, 2025](#). Note that this sample application is for information only, and there may be slight variations in the official online application.*

*In this introductory section you will find details to help you prepare – criteria for confirming that this is the correct approval application as well as a list of the paperwork you will need to upload into your application.*

### **Important Tips & Reminders Before You Begin**

**Applications are due April 1, 2025**

To expedite the process, first establish that you are completing the correct approval application:

#### **Which schools should complete this application?**

- New schools planning to conduct a program of kindergarten and *at least one grade*, or a program of any or all grades one through twelve
- Established schools operating or opening an additional campus or location with a separate mailing address from the main campus

⚠ Do not submit this application to report a name change for an approved school.

#### **Which Schools should submit the Renewing School Approval Application, instead?**

- Previously approved schools with a building code
- Previously approved schools planning to change the name of the school

### **Required Paperwork**

After you confirm that this is the correct application, gather the required paperwork. You will be asked to upload various documents to your approval application.

⚠ **Important:** *A significant number of applications are submitted each year with blank or incorrect documents. To avoid delays:*

1. *Complete forms **immediately** after downloading and printing.*
2. *Save the signed form with a **clear file name** so you can easily identify it for upload.*
3. *Ensure the **completed form** is uploaded with your application.*

*Applications submitted with blank or incorrect documents will remain ineligible for approval until the completed form or forms are received. State Board of Education staff will not contact you if your application is incomplete. To ensure that your application is complete and all necessary documentation has been received, please check the downloadable **Application Status Tracker** on the **Private School Approval webpage**. The tracker will be available in mid-March and will be updated weekly.*

### **Health and Fire Inspection Documentation**

- You will upload both health and fire inspection paperwork.
- If you have not yet secured a location for your school, or if your inspections are pending, please upload a letter explaining your situation and inspection timeline.
- Retain documentation of health and fire inspections in the school's main office, per [WAC 180-90-160](#).
- [More information about inspections and paperwork](#) is available on the State Board of Education website.

### **Teacher Information**

All classroom teachers must hold appropriate Washington state certification, ([RCW 28A.195.010 \(3\)](#) and [WAC 180-90-160 \(1\)\(c\)](#)). See [Teacher Certification Requirement for Private Schools](#) for more information.

- If all classroom or subject teachers are certificated in Washington state, no paperwork is needed.
- If any teachers are not certificated in Washington state, you must submit a [completed staffing report](#).

*⚠ Teaching staff must be in place by the school's opening.*

### **Certificate of Compliance**

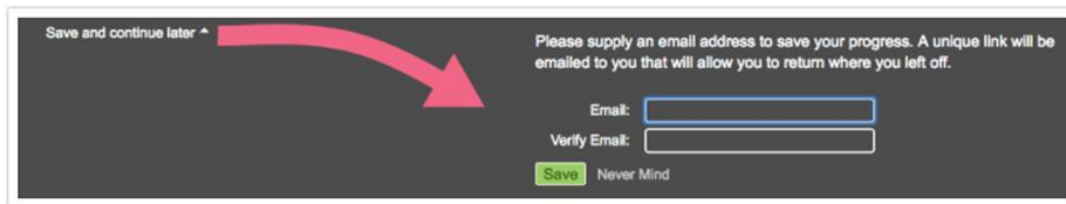
At the end of the application, you will be asked to upload a signed and dated [Certificate of Compliance](#).

*The Head of School must sign this document, regardless of who completes the application. By signing, you certify that your private school complies with all requirements.*

△ After reviewing the opening page, you will move through the following sections of the application:

- School and Head of School Information
- School Offerings
- School Staffing
- Inspections for New Schools
- Minimum Requirements
- Review Your Answers
- Certification of Compliance
- Confirmation of Completion

If you are unable to complete your application in one sitting, we recommend using the “save” function. On page two of the survey, you will find a toolbar in the upper right-hand corner with a “Save and continue later” option in the dropdown menu:



The screenshot shows a dark grey toolbar with a dropdown menu open. The dropdown menu contains the text "Save and continue later" with a small upward-pointing arrow. A red arrow points from this text to the right. Below the dropdown, there is a text prompt: "Please supply an email address to save your progress. A unique link will be emailed to you that will allow you to return where you left off." This is followed by two input fields: "Email:" and "Verify Email:". Below these fields are two buttons: a green "Save" button and a grey "Never Mind" button.

When you return to the survey, you will be taken to the last page you completed in full, but you will still be able to navigate back to previous pages at any time to make changes or review your entries.

If you have further questions, please refer to the [private school website](#) or contact the [Private Schools Manager](#).

# School and Head of School Information

In this section, you will share general information about your school's location and personnel.

## 1) Provide the legal name, physical address, and front office contact information of the school.

School Name:  
Street Address:  
City:  
State:  
ZIP Code:  
County:  
Email:  
School's Main Phone:  
Website:

*⚠ Please supply a contact number, even if you have not yet secured a location and main office. This number can be updated later.*

## 2) School Details

**In which public school district is the school located?**

*⚠ A dropdown menu will appear here. Please verify your address with the local district before submitting your application.*

**Is your school for-profit or nonprofit?**

For-profit  
 Nonprofit

**What is the UBI (Unified Business Identifier) number for the school?** UBI numbers can be located on the [Secretary of State](#) website or created with the [Department of Revenue](#).

**What is the name of the school listed with the Department of Revenue** if different from the school's name above?

**3) What is the owner, board of directors, or majority-owner responsible for this private school?** If this is a board of directors, provide contact information for the chair of the board.

Name:  
Street Address:  
City:  
State:  
ZIP Code:  
Email:  
Office Phone:

#### 4) Head of School

**I do hereby certify that I am the Head of School** (principal or chief administrator) of the above-named school, and that this school is scheduled to meet throughout the 2025 - 2026 school year. As Head of School, I will be the main point of contact with the State Board of Education for the purpose of approval and compliance and will be responsible for reporting and communicating information about the school to the State Board of Education and the Office of the Superintendent of Public Instruction.

Name:

Email:

Phone:

*⚠ Note that the Head of School named here will sign the Certificate of Compliance, uploaded at the end of the application. If the names do not match, your school will not be eligible for approval.*

#### 5) Additional Contacts

**Who should receive regular communications from the State Board of Education?**

Name:

Email:

Phone:

*⚠ This question is optional, but we strongly encourage schools to provide at least one additional contact not listed elsewhere in the application. Including unique contacts helps ensure continuity of operations and effective communication, particularly during leadership transitions at your school.*

- *Use the "Add Another" button to include up to four additional contacts, as appropriate.*
- *Please only list contacts with unique email addresses not already provided elsewhere in this application.*

## School Offerings

In this section you will provide an overview of your program.

Per [WAC 392-172A-01145](#): “Private school means a nonpublic school or nonpublic school district conducting a program consisting of kindergarten and at least grade one, or a program of any combination of grades one through twelve.”

Private school approval does not substitute for the early learning and childcare program licensure through the [Department of Children, Youth, and Families \(DCYF\)](#).

### 6) Which grades will be conducted at the school for the 2025 - 2026 school year?

- Preschool
- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- Other / Ungraded

*⚠ Please indicate only the grades that will be offered during the 2025 – 2026 academic year. Should your school grow and expand its offerings, you may update your answer in future applications.*

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*⚠ This section will only be displayed if the answer to the previous question does not include at least one grade.*

**7) Does your school plan to offer at least one grade during the 2025 - 2026 school year?** (If yes, please correct your answer above.)

- Yes
- No

**Is this campus or location an early learning satellite affiliated with a main campus that offers at least one grade level?**

- Yes
- No

**Answering “no” to both the previous questions will disqualify your application.**

If your school offers only preschool and kindergarten and is not connected to a main campus that includes at least one grade, your school is *not eligible* for private school approval.

- **For early learning programs with no grades in the 2025–2026 school year:** Seek licensure through the [Department of Children, Youth, and Families \(DCYF\)](#).
- **For schools planning to add grades in the future:** Submit a private school approval application at least 90 days before the first grade is offered, per [WAC 180-90-130](#).

Please contact the [Private Schools Manager](#) with any questions.

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**8) Which of the following will the school offer? (Check all that apply.)**

- Preschool / Childcare (see if DCYF early learning program licensure is applicable)
- Boarding Program (students living on campus)
- Gifted Program
- Special Education Program
- Online Program
- Home-Based Extension
- Other - Write In (Required):
- None

Note: Private school approval does not substitute for the early learning and childcare program licensure through the [Department of Children, Youth, and Families \(DCYF\)](#).

**9) Will the school seek accreditation by any of the following accrediting organizations? If so, please indicate which organizations.**

- Accrediting Association of Seventh-day Adventist Schools (AAA)
- Association of Educational Service Districts (AESD)
- Association of Christian Schools International (ACSI)
- American Montessori Society (AMS)
- Association of Waldorf Schools of North America (AWSNA)
- Christian Schools International (CSI)
- Cognia (Previously AdvancED or Northwest Accreditation Commission)
- National Lutheran School Accreditation (NLSA)
- Northwest Association of Independent Schools (NWAIS)
- Western Catholic Education Association (WCEA)
- Other - Write In: \_\_\_\_\_
- None

10) For the 2025 - 2026 school year, does your school plan to seek authorization from OSPI to provide a program of special education services through a contract with a public school district, under [RCW 28A.300.690](#), as a [Nonpublic Agency \(NPA\)](#)?

Yes

No

SAMPLE



# School Staffing

In this section you will tell us about your teaching staff.

While exceptions are available for teaching personnel on an individual basis, all classroom teachers are required to hold an appropriate Washington state certification ([RCW 28A.195.010 \(3\)](#) and [WAC 180-90-160 \(1\)\(c\)](#)). For clarification, see: [Teacher Certification Requirement for Private Schools](#).

## 11) Have any teachers been hired for the 2025 - 2026 school year?

Yes

No

*△ Answering “no” will send you to the next section of the application, Inspections for New Schools.*

*We encourage you to submit your application before the April 1 deadline, even if your hiring process is not yet complete. Once your staff is in place, please notify the State Board of Education via email. You will not be able to access the application after submission, so you will need to send the [Private Schools Manager](#) any additional materials, such as a staffing report or a letter confirming that all teachers are appropriately certificated in the state of Washington.*

## 12) Staffing Report

**Will all of the educational staff at this school be Washington state certificated?**

Yes

No

*△ This question will only be displayed if you answered “yes” above:*

**How many regular classroom or subject-area teachers at your school will hold Washington state certification for the 2025–2026 school year?**

*△ If your answer is “0,” you will be asked to explain the deviation.*

**How many regular classroom or subject-area teachers at your school will be teaching without Washington state certification during the 2025–2026 school year?**

*△ Exclude paraeducators, part-time specialists, or itinerant staff who teach on an occasional basis, such as music instructors who come in once a week.*

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*⚠ The following section will only display if you answered “no” above, indicating that some of our teacher will not hold Washington state certification.*

**13) If your school will employ teachers who are not certificated in Washington state, you must upload a completed [Staffing Report Form](#).**

**Required Information for the Private School Staffing Report:**

1. **School Name** (Column A)
2. **Building Code** (Column B) – *new schools disregard; for renewing schools only*
3. **Name of Each Non-Washington State Certificated Teacher** (Column C)
4. **Rationale for Employing Non-Washington State Certificated Teachers** (Column D – dropdown menu options):
  - a. Teaching a religious course without a counterpart in the public school system.
  - b. Holding a bachelor’s degree, under the general supervision of a certificated staff member.
  - c. Having one year or more of experience in a specialized field, under the general supervision of a certificated staff member.
  - d. Holding certification in another state, under the general supervision of a certificated staff member.
5. **Name of Supervising Washington State Certificated Educator** (Column E)
6. **Certification Number of Supervising Washington State Certificated Educator** (Column F)

**Important:** The staffing report must be submitted as an Excel file (.xlsx). Files in other formats, such as PDFs or Google Sheets, will not be accepted.

To ensure your submission meets this requirement, download the provided template, complete it in Excel, and save it as an .xlsx file before submitting.

*⚠ Tip: Schools frequently experience issues using Google Chrome. If you are unable to download or upload your staffing report, please try a different browser.*

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# Inspections for New Schools

*△ In this section, you will upload health and fire inspection paperwork or provide a letter explaining the timeline for your inspections. If you submit your application with a letter, please email the inspection paperwork to the Private Schools Manager as soon as it becomes available. If all required materials are received **by June 2, 2025**, and there are no issues with your application, your school will be recommended for approval at the June 2025 Board Meeting.*

Retain documentation of inspections as required by WAC 180-90-160: “The physical facilities of the school are adequate to meet the program offered, and all school facilities and practices are in compliance with all reasonable health requirements and all reasonable fire safety requirements, as defined in WAC 180-90-112, and substantiated as required by **current inspection reports of appropriate health and fire safety officials which are on file in the school or district administrator's office;**”

## **14) Health Inspection Documentation:**

Please upload the signed documentation of your **most recent health inspection**, completed by the appropriate county health department official. [WAC 180-90-160:\(1\)\(f\)](#)

If pending, attach a letter detailing the status and estimated date(s) of the upcoming inspection(s).

(PDF preferred; other accepted formats: .jpg, .jpeg, .png, .gif)

## **15) Fire Inspection Documentation:**

Please upload the signed documentation of your **most recent fire inspection**, completed by the appropriate county fire department official. [WAC 180-90-160:\(1\)\(f\)](#)

If pending, attach a letter detailing the status and estimated date(s) of the upcoming inspection(s).

(PDF preferred; other accepted formats: .jpg, .jpeg, .png, .gif)

## Minimum Requirements

Please carefully review the minimum requirements listed below. More information can be found on the State Board of Education website: [Private School Laws](#).

**16) Do you certify, by indicating in the check boxes below, that each of the following requirements will be met by the private school?**

If a requirement will not be met, you are asked to provide an explanation, as well as a description of how the issue will be addressed.

The minimum school year for instructional purposes shall consist of no fewer than 180 school days or the equivalent in annual minimum instructional hour offerings, with a school-wide annual average total instructional hour offering of 1,000 hours for students enrolled in grades one through 12 and at least 450 hours for students enrolled in kindergarten, as prescribed in [WAC 180-90-112:\(4\)](#), [WAC 180-90-160:\(1\)\(a\)](#), and [WAC 180-90-160:\(1\)\(b\)](#).

On each school day, pupils enrolled in the school are provided the opportunity to be engaged in educational activity planned by and under the direction of the staff, as directed by the administration and/or governing board. [WAC 180-90-160:\(1\)\(b\)](#)

All classroom teachers hold appropriate Washington State certification or meet the definition of a non-Washington State certificated teacher in [WAC 180-90-112:\(5\)\(a-d\)](#). [WAC 180-90-160:\(1\)\(c\)](#)

Measures have been taken to safeguard all permanent records against loss or damage through either the storage of such records in fire-resistant containers or facilities or the retention of duplicates in a separate and distinct area. [WAC 180-90-160:\(1\)\(e\)](#)

The physical facilities of the school are adequate to meet the program offered, and all school facilities and practices are in substantial compliance with reasonable health and fire safety standards, and substantiated by current inspection reports of appropriate health and fire safety officials which are on file in the chief administrator's office, and available upon request. [WAC 180-90-160:\(1\)\(f\)](#)

The school's curriculum includes instruction in the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of appreciation of art and music in sufficient units for meeting State Board of Education graduation requirements, as set forth in [Chapter 180-51 WAC](#). The school's curriculum is available on request. [WAC 180-90-160:\(1\)\(g\)](#)

The school or its organized district maintains up-to-date policy statements related to the administration and operation of the school or district. The policy statements are available to parents and guardians and can be provided to the State Board of Education upon request. [WAC 180-90-160:\(1\)\(h\)](#)

The school does not engage in a policy of racial segregation or discrimination. [WAC 180-90-160:\(1\)\(i\)](#)

The governing authority of this private school or private school district has been apprised of the requirements of [Chapter 180-90 WAC](#): relating to the minimum requirements for approval of private schools. If there are any deviations from the requirements of [Chapter 180-90 WAC](#): in (13), the governing authority of the private school or district has been informed. [WAC 180-90-160:\(1\)\(j\)](#)

The initial attendance of every student is conditioned on presentation of immunization records as set forth in [RCW 28A.210.080](#).

The school will comply with the requirements and legal obligations that private schools are subject to, including those enumerated in [Chapter 28A.195 RCW](#) and [Chapter 180-90 WAC](#):

The above requirements will be maintained throughout the 2025 - 2026 school year. (Approval by the State Board of Education is contingent upon on-going compliance with these requirements.) [WAC 180-90-160:\(2\)](#)

**17) Does the person completing this application certify that they have carefully read the requirements of private schools in the prior question and that they meet all of the requirements?**

Yes

No

Note that if you check "Yes" here but have not agreed to one or more of the Minimum Requirements above, you will be contacted by the Private Schools Manager to explain the deviation.

*⚠ Answering no will prompt an opportunity to explain the deviation:*

**18) If any of the requirements in the prior question were not met, what is the explanation? Please include a timeline indicating how the requirement will be met.**

In cases where there is a deviation or pending paperwork, the State Board of Education may consider granting provisional approval. To determine eligibility for provisional approval, please work with the [Private Schools Manager](#). Note that if granted, provisional approval will expire after 90 days.

**19) Will all classroom teachers and staff who have regularly scheduled unsupervised contact with children have a Washington State background check prior to the start of school? (See [RCW 28A.195.080](#))**

Yes

No

**20) Will the school ensure that every student is in compliance with the immunization requirements set forth in [RCW 28A.210.060](#): through [RCW 28A.210.170](#) and [Chapter 246-105 WAC](#); and that the school will file the required annual immunization report to the [Department of Health](#)?**

- Yes
- No

**21) Does your school plan to operate a homeschool extension program for parents, guardians, or persons having legal custody of a child to teach children in their custody?**

- Yes
- No

If yes, the extension program must meet each of the following requirements in [WAC 180-90-160](#): (1)(d).

1. The parent, guardian, or custodian is supervised by an educator certified under [Chapter 28A.410 RCW](#) who is employed by the school.
2. The planning by the certified educator and the parent, guardian, or person having legal custody includes objectives consistent with the operation and curriculum of the private school.
3. The certified educator spends a minimum average of one contact hour per week each month with each student under his/her supervision who is enrolled in the extension program.
4. Each student's progress is evaluated by the certified educator.
5. The certified educator does not supervise more than 30 students enrolled in the approved private school's extension program.

## Review Your Answers

*⚠ On this page of the application, you will have the opportunity to review your answers before uploading your Certificate of Compliance and submitting your application.*

*Before proceeding, we recommend taking a moment to:*

- Double-check all email addresses for accuracy, as mistyped addresses will cause communication delays.*
- Ensure all required fields are complete and accurate.*

*Once you are satisfied with your answers, you will upload your Certificate of Compliance and finalize your submission.*

***Your application is not complete until you click "Submit" on the next page.***

SAMPLE

# Private School Certification of Compliance

This is the final section of the application – please be sure to click submit at the end, and then carefully read the confirmation information.

**⚠ Important:** A significant number of applications are submitted each year with blank or incorrect documents. To avoid delays:

- 1. Complete forms immediately after downloading and printing.**
- 2. Save the signed form with a clear file name so you can easily identify it for upload.**
- 3. Ensure the completed form is uploaded with your application.**

*Applications submitted with blank or incorrect documents will remain ineligible for approval until the completed form or forms are received. Staff from the State Board of Education will not reach out to you if your application is incomplete. To ensure that your application is complete and all necessary documentation has been received, please check the downloadable **Application Status Tracker** on the [Private School Approval webpage](#). The tracker will be available in mid-March and will be updated weekly.*

## 22) Certification Statement

By submitting this form, I certify under penalty of perjury under the laws of the state of Washington that the information provided is true and correct. I understand that failure to comply with private school laws and this certification may result in the revocation of the private school's approval by the State Board of Education. If any deviation from these standards occurs after approval, I will notify the State Board of Education in writing or via email to the Private Schools Manager within 30 days.

**Enter your name:** (The individual responsible for completing this application.)

**Enter the date:** (MM/DD/YYYY)

## 23) Certificate of Compliance Submission

A complete application must include a signed and dated [Private School Certificate of Compliance](#). Use the provided link to access the form, print it, sign it, then scan or photograph the completed form, and upload it below.

### Important Notes:

- The **Head of School** must sign this document, even if someone else completes the online application.
- If the name and signature on the Certificate of Compliance do not match the name of the Head of School listed at the beginning of this application, the application will be placed on hold until the properly signed certificate is received by the Private Schools Manager.
- By signing, the Head of School certifies that the private school complies with all requirements.

**Accepted file types:** .pdf (preferred), .jpg, .jpeg, .png, .gif



**24) Additional Comments or Suggestions**

If you would like to clarify any answers or provide feedback about this application, please enter your comments below.

**25) If you would like a copy of the application to be sent to any school personnel in addition to the Head of School, please enter the email address.**

*You must click "Submit" after you upload your certificate of compliance to complete your application.*

SAMPLE

# Confirmation of Completion

*⚠ This page will be displayed when the completed application is submitted.*

*⚠ Note that applications submitted with blank or incorrect documents will remain ineligible for approval until all completed forms are received.*

## Confirmation and Next Steps for Your Application

Thank you for submitting the 2025–2026 Private School Approval Application. You will also receive a confirmation email indicating that your application has been received. This email may appear in your junk or spam folder, so please check there if it is not in your inbox.

Once you locate the email, forward it to the appropriate personnel in your organization. The email will include a PDF attachment—a copy of your application. *Please save this PDF for future reference.*

Beginning in mid-March, you will be able to check your application status via the downloadable **Application Status Tracker** on the [Private School Approval webpage](#), updated weekly. Applications will be reviewed in the order they are received, so it is important to check the status tracker periodically to ensure that all application materials are in order.

The status tracker will also list any issues or errors that need to be addressed.

## Correcting Errors

If you find an error after submission, email the [Private Schools Manager](#) to request a unique link to access and correct your application; you will not be able to log into the application directly. This link is for corrections only, not for additional materials.

## Submitting Additional Materials

Missing or additional materials (e.g., staffing reports or inspection paperwork) should be emailed to the [Private Schools Manager](#).

## Important Dates

- **June 2:** Deadline for additional materials or corrections – e.g., inspection or staffing reports
- **Late June:** Board votes to approve private schools
- **Early July:** Schools are notified of approval & new schools are assigned building codes
- **Mid July:** Certificates of Approval available for download on the [Private Schools](#) website

## Approval Types

- **Full Approval:** If all materials are submitted by June 2, and there are no deviations, your school will be recommended for full approval.
- **Provisional Approval:** If additional materials are not submitted by June 2, your school may be eligible for provisional approval. To determine eligibility, please work with the Private Schools Manager. Note that if granted, provisional approval will expire after 90 days.

## Late Applications

Per [WAC 180-90-130](#), applications must be submitted at least 90 days before the school year begins. This means that if all application materials have not been received by the June 2 deadline, your school will not be recommended for approval at the June Board Meeting. Late applications will be considered for approval at the August or subsequent board meeting. For the meeting schedule, please refer to the [Board Meeting Calendar](#).

## Certificates of Approval

- Certificates will be *available for download on the [Private Schools](#) webpage* within a month of approval.

## Web Badge

- Fully approved schools may request a web badge from the [Private Schools Manager](#).

Again, **thank you** for submitting the 2025–2026 Private School Approval Application. We appreciate your time and attention to detail in ensuring all required materials are submitted.

If you have questions or need further assistance, please don't hesitate to contact the [Private Schools Manager](#).