



## SAMPLE 2026-27 New Private School Annual Approval Application

### Before You Begin

Private school approval in Washington state is governed by [Chapter 28A.195 RCW](#) and [WAC 180-90](#). This application is for **new, in-person private schools** seeking approval under these provisions. *Online-only schools are not eligible for approval.* Schools currently approved by the State Board of Education must apply for renewal using the [2026-27 Renewing Private School Approval Application](#).

To qualify for approval, schools must [certify compliance](#) with all applicable statutory and regulatory requirements by submitting this application.

New Private School Approval Applications may be submitted at any time, but no later than 90 days prior to the start of the school term, consistent with [WAC 180-90-130](#). However, only complete applications received at least 45 days prior to a State Board of Education meeting may be eligible for recommendation to the Board for approval at that meeting.

Your application is ready for submission when you have finalized and documented:

- Completed health and fire inspections, as required by [WAC 180-90-160](#)
- Hiring of appropriately certificated classroom teachers, as required by [RCW 28A.195.010\(3\)](#) and [WAC 180-90-160](#)

If your school's location has been secured and inspections have been scheduled but not yet completed, you may upload a letter detailing your inspection dates and submit your application. In this case, your application will remain incomplete and on hold until all documentation is received by the Private Schools Manager.

The State Board of Education meeting dates are posted on the [Board's meeting site](#).

After you begin, you may save your progress and return to your application at any time using the **"Save and continue later"** option.

Save and continue later ^

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.

Email:

Verify Email:

Never Mind

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 to make changes or review your entries. For additional guidance, visit the [Private School Approval](#) webpage or contact the [Private Schools Manager](#).

**⚠ Note:** Throughout this Sample Application, question numbers may differ from those in the application itself.

# School and Head of School Information

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

## Important — School Name

The **School Name** field should reflect **exactly how you want your school's name to appear on your Certificate of Approval**, including capitalization and punctuation. This is the name that will be printed on official approval documents and displayed publicly.

Do not enter your legal business name unless it is the same as your school's public name. To ensure continuity in communications, please also:

- Provide a current contact phone number.
- **Double-check all email addresses** for accuracy (no missing, extra, or transposed characters).


## **1) Provide the 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 2026-27 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 Contact**

Please provide 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.

Persons listed here will automatically be signed up to receive communication from the SBE. School leaders are encouraged to ensure that all relevant staff, including administrative personnel and board members, are subscribed to the [Private School Bulletins](#) to receive important updates. Individuals can now [manage their own subscriptions directly by clicking here](#).

Name:  
Email:  
Phone:

# 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 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 2026-27 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 2026-27 academic year. Should your school grow and expand its offerings, you may update your answer in future applications.

## #) Student Record Retention and Access

⚠ This question will only be displayed if you offer Grades 9 through 12.

The State Board of Education recognizes that most schools plan to operate long-term, and that student records are routinely transferred when students change schools. However, all private schools must safeguard permanent student records and ensure they remain accessible over time. See [RCW 28A.195-010](#).

Please describe how your school ensures continued access to permanent student records, including how records are stored, who is responsible for them, and how former students may request transcripts or diplomas over time. Responses should reflect long-term continuity.

⚠ These questions will only be displayed if you did not click on any grades 1 through 12:

## 7) Does your school plan to offer at least one grade during the 2026-27 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 2026-27 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).

**⚠ The following question will only appear if you indicated that your school will offer a Home-Based Extension Program:**

#### **#) Home-Based Extension Program**

You indicated that your school plans to operate an extension program for parents, guardians, or persons having legal custody of a child to teach children in their custody.

Please confirm that the extension program meets 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 the educator's 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.

Yes

No

**△ The following informational section will only appear if you indicated that your school will offer a boarding program:**

### **#) Boarding School Program Verification**

Under [RCW 74.15.325](#), private schools that operate residential or boarding programs are generally required to be licensed by the Department of Children, Youth, and Families (DCYF).

Updated State Board of Education rules ([180-55-160 WAC](#)), adopted in April 2025, provide a limited exemption from DCYF licensing for residential private schools that are accredited by an approved accreditor whose standards are comparable to DCYF licensing requirements.

Private school residential facilities remain subject to DCYF licensing unless they qualify for a statutory exemption. The Northwest Association of Independent Schools (NWAIS) is an approved accreditor for student living accommodations. On October 8, 2025, the Private School Advisory Committee determined that the NWAIS residential addendum is comparable to DCYF's residential school licensing standards.

Applications for schools offering a boarding or residential program will remain on hold until the school's DCYF licensing status or qualifying exemption has been confirmed.

### **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) Nonpublic Agency (NPA) Authorization

For the 2026-27 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

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# School Staffing

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

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

## 11) Is your teaching staff for the 2026-27 school year in place?

- Yes
- No

⚠ Answering "no" will send you to the next section of the application, Inspections for New Schools.

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) Teacher Certification

⚠ This set of questions will only be displayed if you answered "yes" above, "Is your teaching staff for the 2026-2027 school year in place?":

Exclude paraeducators, part-time specialists, or itinerant staff who teach on an occasional basis.

Will all of the regular classroom and subject area teachers at this school hold Washington state certification?

- Yes
- No

How many regular classroom or subject-area teachers at your school will hold Washington state certification for the 2026-27 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 2026-27 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.

## #) Staffing Report

⚠ The following section will only display if you answered "no" to the question above, "Will all of the educational staff at this school be Washington state certificated?"

Non-Certificated Staffing Reporting Requirement

Schools must report non-certificated instructional staff as part of the private school approval application.

- If **five (5) or fewer teachers** do not hold required certification, this information may be reported directly within the approval application.
- If **six (6) or more teachers** do not hold required certification, the school must upload a **staffing report in .xlsx format** as part of the application submission.

⚠ This question will only appear if you indicated that five (5) or fewer teachers do not hold Washington state certification.

#) In the table below, please provide the following:

- Name of Each Non-Washington State Certificated Teacher
- Rationale for Employing Non-Washington State Certificated Teachers (dropdown menu options):
  - Teaching a religious course without a counterpart in the public school system.
  - Holding a bachelor’s degree under the general supervision of a certificated staff member.
  - Having one year or more experience in a specialized field, under the general supervision of a certificated staff member.
  - Holding certification in another state, under the general supervision of a certificated staff member.
- Name of Supervising Washington State Certificated Educator
- Certification Number of Supervising Washington State Certificated Educator

	Non-Washington State Certificated Teacher	Rationale for Employing	Name of Supervising Educator	Certification Number of Supervising Educator
Teacher 1	<input type="text"/>	-- Please Select --	<input type="text"/>	<input type="text"/>
Teacher 2	<input type="text"/>	-- Please Select --	<input type="text"/>	<input type="text"/>
Teacher 3	<input type="text"/>	-- Please Select --	<input type="text"/>	<input type="text"/>
Teacher 4	<input type="text"/>	-- Please Select --	<input type="text"/>	<input type="text"/>
Teacher 5	<input type="text"/>	-- Please Select --	<input type="text"/>	<input type="text"/>

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

⚠ This question will only appear if you indicated that six (6) or more teachers do not hold Washington state certification.

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.

### #) Background Checks

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

# 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 May 11, 2026**, and there are no issues with your application, your school will be recommended for approval at the [June 2026 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](#).

## 26) 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). \*

Yes

Other - Write In (Required)

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 school, as directed by the administration and/or governing board, per [WAC 180-90-160](#)(1)(b). \*

Yes

Other - Write In (Required)

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)-(6). [WAC 180-90-160](#)(1)(c). \*

Yes

Other - Write In (Required)

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). \*

Yes

Other - Write In (Required)

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, per [WAC 180-90-160](#)(1)(f). \*

Yes

Other - Write In (Required)

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 [WAC 180-51](#). The school's curriculum is available upon request: [WAC 180-90-160\(1\)\(g\)](#). \*

Yes

Other - Write In (Required)

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\(1\)\(h\)](#). \*

Yes

Other - Write In (Required)

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

Yes

Other - Write In (Required)

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

Yes

Other - Write In (Required)

The initial attendance of every student is conditioned on presentation of immunization records as set forth in [WAC 180-38-045](#) and [RCW 28A.210.080](#). Further, the school ensures compliance with the immunization requirements set forth in [RCW 28A.210.060](#) – 170 and [WAC 246-105](#). \*

Yes

Other - Write In (Required)

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

Yes

Other - Write In (Required)

The above requirements will be maintained throughout the 2026-27 school year, as set forth in [WAC 180-90-160\(2\)](#).

Note that approval by the Washington State Board of Education is contingent upon ongoing compliance with these requirements. See [WAC 180-90-141](#).

Yes

Other - Write In (Required)

**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.

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## 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.*

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# 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.

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## 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.

This confirms that we have received your 2026-27 Private School Approval Application. Please review the information below and mark important dates on your calendar.

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

You will 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 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 in your application that will 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

- May 11, 2026: Schools whose applications are completed by this date may be eligible for June 25 approval.
- June 25: Board votes to approve private schools
- Early July: Schools are notified of approval & new schools are assigned building codes
- Late July: Heads of Schools will receive an email link to their Approval Certificate and Web Badge. A Certificate Lookup Tool will also be posted on our website, [Private School Approval | SBE](#)

## Approval Types

- Full Approval: If all materials are submitted May 11, and there are no deviations, your school may be recommended for full approval.
- Provisional Approval: If additional materials are not submitted by May 11, 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.

## Applications Completed after May 11

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 May 11 deadline, your school will not be recommended for approval at the June Board Meeting. Late applications, if received at least 45 days prior to a meeting, may be considered for approval. For the meeting schedule, please refer to the [Board Meeting Calendar](#).