



SAMPLE 2026-27 Renewing Private School Annual Approval Application

Before You Begin

Please review the information below carefully before beginning your application to ensure a smooth submission process.

Application Deadline: April 1, 2026

Under [WAC 180-90-130](#), applications must be submitted at least 90 days before the school year begins.

Schools may not be recommended for approval by the Board until all required application materials have been received and the application is complete. Supplemental materials must be submitted no later than **May 11** for a school to be considered for recommendation at the [June Board Meeting](#).

For consideration at any subsequent Board Meeting, all outstanding materials must be submitted **at least 45 days prior** to the meeting date. **All applications are reviewed in the order received**, and incomplete applications may be deferred to a later Board meeting. Please refer to the [Board Meeting Calendar](#) for meeting dates.

To track progress after submission, schools should review the [Application Status Tracker](#) on the [Private School Approval webpage](#). The tracker will be available in mid-March and will be updated regularly. Individual application status updates will not be provided by email.

Each campus or location must submit a separate application using its unique building code as the password.

⚠ Important: A significant number of applications are submitted each year with blank or incorrect documents. Incomplete applications will be held, and schools will remain ineligible for approval until all completed forms are received.

[Login Prompt Will Appear Here]

Username: [Head of School Email Address]

Password: [School Building Code]

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

School and Head of School Information

The information below is prefilled based on records the State Board of Education currently has on file for your school. Please review all fields carefully and update them as needed.

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) Below we have listed the information the State Board of Education has on file for your school. Please update the fields as appropriate if there have been changes at your school.

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

2) I have reviewed the school information, making updates where necessary, and I confirm that the above information is correct.

- Yes
 No

3) School Details

Has this campus undergone an extensive renovation of its facilities since the 2025-26 approval application process?

Yes

No

Has this school changed location and street address since the prior approval process?

Yes

No

In which public school district is the school located?

[District will appear here. Please update if your school has relocated.]

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?

4) Owner of School

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:

5) 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:
Office Phone:

△ Note that the Head of School named here must sign the Certificate of Compliance, uploaded at the end of the application. If the names do not match, your application will be held until the discrepancy is resolved.

This head of school is new to our organization since our last application.

- Yes
- No

6) Additional Contact

*Please provide one additional contact **not listed elsewhere in the application.***

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.

According to [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 \(DCYF\)](#).

7) 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 school year. Should your school grow and expand its offerings, you may update your answer in future applications.

8) Student Records 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](#). 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.

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

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

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

Yes

No

⚠ You will be asked below to identify the main or primary campus for your satellite campus only if you answered "Yes" above:

10) Please identify the main or primary school for this satellite campus.

Main Campus Legal School Name:

Main Campus School Building Code:

This section will only display if you indicate that your school will not be serving any grades one through twelve and your campus is not a satellite affiliated with a primary school offering grades:

⚠ Action Required: Grade Levels Needed for Approval

Your application cannot be processed unless your school offers at least one grade level beyond kindergarten or is affiliated with a main campus that does.

If your school offers only preschool and kindergarten:

- Your school is **not eligible** for private school approval unless it is a satellite location of a school that offers at least one grade.
- If your school is connected to a main campus, correct your answer above and proceed with the application.

- If your school is **not connected** to a main campus with grades and you do **not** plan to add grades:
 - Submit a [Private School Closure Form](#) to formally close this campus.
 - Seek appropriate licensing for [Early Learning Providers | Washington State Department of Children, Youth, and Families](#).
- If your school is not connected to a main campus but plans to add grades in the future:
 - Notify the [Private Schools Manager](#) that your school will be temporarily closed.
 - When ready to offer at least one grade, submit a private school approval application **at least 90 days** before enrollment begins ([WAC 180-90-130](#)).

Email the [Private Schools Manager](#) with questions.

11) Additional Programs

In addition to your primary program ensuring a sufficient basic education (RCW 28A.195.010), which of the following will the school offer? Check all that apply:

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

- Boarding Program (students living on campus)
- Gifted Program
- Home-Based Extension
- Online Program
- Preschool / Childcare
- Special Education Program
- Other - Write In (Required):
- None

Home-Based Extension

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 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.

Yes

Other - Write In (Required):

Boarding School Program Verification

△ This informational section will only appear if you indicated that your school offers a boarding program:

Under [ESSB 5515 \(2023\)](#), 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 ([Chapter 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.

12) Online Programs

△ This question will only appear if you indicated that your school would offer an online program:

According to [RCW \(Revised Code of Washington\) 28A.195.090](#), an approved Washington private school may have an online program. However, completely online schools or schools with physical facilities only outside Washington cannot be approved. **Washington private school law assumes a physical facility in the state of Washington where students are enrolled and regularly attend ([RCW \(Revised Code of Washington\) 28A.195.010\(6\)](#)).**

Does your school have a physical location offering full-time, in-person instruction?

Yes

No

13) Please provide an explanation for the deviation:

△ This question will only be displayed if you answer "no" above.

14) Accreditation

In Washington state, approval by the State Board of Education is mandatory while accreditation is voluntary. Accreditation is a formal process through which an external organization evaluates a school and grants public recognition for meeting specific standards of quality. State law does not require public or private schools in Washington to be accredited.

Is the school accredited by any of the following organizations? Please check all that apply.

- 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 (Required):
- None

15) Nonpublic Agency (NPA) Special Education Services

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

School Staffing

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](#).

16) Teacher Certification

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

Will all 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 all regular classroom or subject area teachers hold Washington state certification, you will be asked about background checks, and then you will skip ahead to the Inspections section of the application.

How many regular classroom or subject area teachers at your school will be teaching without Washington state certification during the 2026-27 school year?

[]

(#) 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

All private schools must report information for any non-certificated instructional staff.

Required Information

- 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 of 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

How Schools Submit this Information

The method for submitting non-certificated staffing information depends on the number of non-Washington state certificated teachers employed by the school:

- **Five (5) or fewer** non-Washington state certificated teachers
 - Schools will enter the required information directly within the approval application.
- **Six (6) or more** non-Washington state certificated teachers
 - Schools must upload a [Staffing Report](#) before they can proceed with the application.

Staffing Report Requirements

- The staffing report must be submitted as an **Excel (.xlsx) file**.
- Files in other formats (including PDF or Google Sheets) will not be accepted.
- Schools must use the provided [Staffing Report](#) template, complete it in Excel, and upload the saved .xlsx file with the application.

Staffing Report Data Fields Include

- Column A: School Name
- Column B: Building Code
- Column C: Name of Each Non-Washington State Certificated Teacher
- Column D: Rationale for Employing Non-Washington State Certificated Teachers, Drop-Down Menu
- Column E: Name of Supervising Washington State Certificated Educator
- Column F: Certification Number of Supervising Washington State Certificated Educator

⚠ 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 Schools that are Moving or Undergoing Major Renovation

If you indicated on the first page of the application that your school has **not moved** or undergone renovations, you will not need to upload documents, and you will be **skipped ahead to the next section** of the application.

⚠ In this section, you will upload health and fire inspection paperwork.

If inspections are not yet complete, you may instead upload a letter explaining the inspection timeline. If you submit your application with a letter, please email the inspection paperwork to the [Private Schools Manager](#) as soon as it becomes available.

Important: Schools may not be recommended for approval by the Board until all required application materials have been received, and the application is complete.

Submission Deadlines

- To be considered for recommendation at the June Board Meeting, all supplemental materials must be received no later than **May 11**.
- For consideration at any subsequent Board Meeting, all outstanding materials must be submitted **at least 45 days prior to the meeting date**.
- All applications are reviewed in the order received, and incomplete applications may be deferred to a later Board meeting.

Please refer to the [Board Meeting Calendar](#) for meeting dates.

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Records Retention Requirement

All schools must 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;**”

18) Health Inspections

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)

19) Fire Inspections

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)

Confirmation of Latest Health and Fire Inspections

It is the school's responsibility to ensure that local and state health and fire code requirements are met.

Ensure that your school retains documentation of inspections. [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.**"

Note that you will not need to upload documents in this section.

20) Health Inspections

△ It is your responsibility to ensure that your private school meets local and state health code requirements and any other requirements.

I certify that...

- This private school has been inspected by a county health department. If violations of fire or health code were found, the school is taking corrective action as deemed necessary by the inspector.
- Other

21) 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.

If the Board determines the deviations are unacceptable, approval will be withheld.

22) Health Inspections

Please identify the county health department that conducted the environmental health inspection.

When was the last inspection of this private school conducted by a county health department?

[A dropdown menu will appear here. Please select the year of your last inspection.]

If your school's last health inspection is unknown or if it was prior to 2022, you will see this alert:

⚠ Health Inspection Required

Local authorities typically require inspections every three years. You indicated that your school's health inspection may be out of date.

Your approval application will be held until your school can confirm that you have contacted your local health department and scheduled a health inspection. When you have secured an updated inspection, please email the [Private Schools Manager](#) with the details.

23) Fire inspections

⚠ It is your responsibility to ensure that your private school meets local and state fire code requirements and any other requirements.

I certify that...

This private school has been inspected by a licensed fire inspector or appropriate governmental fire inspection organization within the last three years. If violations of fire or health code were found, the school is taking corrective action as deemed necessary by the inspector.

Other

24) 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.

If the Board determines the deviations are unacceptable, approval will be withheld.

25) Fire Inspections

Please identify the licensed fire inspector or appropriate governmental fire inspection organization that inspected the private school. (Name any and all departments or individuals as appropriate.)

County Governmental Fire Inspector:

City Governmental Fire Inspector:

Other Licensed Fire Inspector:

When was the last inspection of this private school conducted by a licensed fire inspector or an appropriate governmental inspection organization?

[A dropdown menu will appear here. Please select the year of your last inspection.]

⚠ This question will be displayed if we were not able to confirm that your school has been appropriately inspected:

24) 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.

If the Board determines the deviations are unacceptable, approval will be withheld.

If your school's last health inspection is unknown or if it was prior to 2022, you will see this alert:

⚠ Fire Inspection Required ⚠

You indicated that your school's fire inspection may be out of date.

Your approval application will be held until your school can confirm that you have contacted the appropriate authority and scheduled an inspection. When you have secured an updated inspection, please email the [Private Schools Manager](#) with the details.

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)

28) If you are not able to agree to one or more of the Minimum Requirements above, your application will be put on hold until any and all deviations are resolved. If you would like to offer additional information concerning deviations, you may do so here.

Note that in cases where there is a deviation, 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.

Review Before Submission

Please review your responses before uploading your [Certificate of Compliance](#) and submitting your application.

Before proceeding, please:

- **Double-check all email addresses** for accuracy. Incorrect addresses may delay communication.
- **Confirm all required fields** are complete and accurate.

When you are satisfied with your responses, upload your **Certificate of Compliance** and finalize your submission.

⚠ Important: Your application is not complete until you click "Submit" on the next page.

SAMPLE

Certification of Compliance

This is the final section of the application – please be sure to click submit at the end, and then carefully review the timeline and confirmation information on the following page.

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

- Complete forms immediately after downloading and printing.
- Save the signed form with a clear file name so you can easily identify it for upload.
- 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.

32) 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.

Please supply your email address here if you are not the Head of School and you would like to receive an email confirmation.

Name of the Individual Responsible for Completing the Application:

Email Address:

Today’s Date:

33) Certificate of Compliance: 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

[You will upload your signed certificate of compliance here.]

34) Additional Comments

If you would like to clarify any answers, please enter your comments below.

35) Confirmation Email

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.

Confirmation of Completion

This confirms receipt of your **2026–27 Private School Approval Application**. Please review the information below and note all important dates and deadlines.

⚠ **Important:** Applications submitted with missing, blank, or incorrect documents **are not eligible** for approval until all required and completed materials 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](#), which is updated weekly. Applications are 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 & Review Timeline

- **Mid-March:** The **Application Status Tracker** will be available on the [Private School Approval webpage](#), updated weekly. Applications are reviewed in the order received. The tracker will note application status and any outstanding issues.
- **May 11:** To be considered for recommendation at the [June Board Meeting](#), all supplemental materials must be received no later than **May 11**.
 - 45-Day Rule for Later Board Meetings: For consideration at any subsequent Board Meeting, all outstanding materials must be submitted **at least 45 days prior to the meeting date**.
- **Late June:** The Board votes to approve private schools
- **Mid-July:** Heads of School for both new and renewing approved schools will receive an email titled "Your Private School Approval Certificate – Washington State Board of Education." This email includes

a link to a webpage where you can download a PDF or image of your certificate. The page also provides access to a digital badge that can be displayed on your school's website.

- Newly approved schools will receive a separate email with an assigned building code.

All applications are reviewed in the order received, and incomplete applications may be deferred to a later Board meeting. Please refer to the [Board Meeting Calendar](#) for meeting dates.

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 **May 11 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](#).

Approval Types

Full Approval

If all materials are submitted by May 11, and there are no deviations, your school will 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.

Again, thank you for submitting the 2026–27 Private School Approval Application. We appreciate your time and attention to detail in ensuring that all required materials are submitted.

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