**2018/19 Academic School Year**

Annual Special Purpose Private School Approval Documentation Checklist

School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The annual special purpose private school approval **requires** that your school’s organizational and staff data is complete in NEO’s Maine Schools and Staff modules, in addition to submitting the following documentation (last year’s submissions will not apply to this year’s requirements). For more information please visit http://www.maine.gov/doe/schoolapproval/privateschoolapproval/index.html.

[ ]  Special Purpose Private School Annual School Approval Report

[ ]  Copy of policy regarding administration of medications, including the requirement that unlicensed staff receives training prior to administering medications 20-A M.R.S. § 254(5)(B)

[ ]  Copy of Protocol for Management of Students with Life Threatening Allergies 20-A M.R.S. § 6305(9)

[ ]  Copy of policy statement regarding student immunizations 20-A M.R.S. §§ 6352-6358

[ ]  2018/19 school year calendar 20-A M.R.S. § 4801

[ ]  Records maintenance and release policy

[ ]  State of Maine Incorporation document

[ ]  Copy of Policy for the Management of Concussive and Other Head Injuries, private schools with 60%+ public only 20-A M.R.S. § 1001(19)

[ ]  Copy of program administrator licensure, educational degree, and administrative experience documentation. Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (f).

[ ]  Copy of 2018/19 placement unit recognition of student work completion and credit assignment. Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (i).

[ ]  Copy of 2018/19 agreement that a diploma will be issued by placement unit. Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (i).

**ELECTRONIC SUBMISSION OF APPROVAL DOCUMENTATION**

[ ]  Electronic Signature Certification/Attestation (mail signed original of [this form only](http://www.maine.gov/doe/schoolapproval/privateschoolapproval/documents/signature_certification.pdf) via U.S.P.S.)