**2019/20 Academic School Year**

Annual Private School Approval Documentation Checklist

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

The annual 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 <https://www.maine.gov/doe/schools/schoolops/privatechoolapproval>.

**BASIC SCHOOL APPROVAL FOR ATTENDANCE PURPOSES 20-A (M.R.S. § 2901)**

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

**AND**

NEASC Accreditation documentation

**OR**

2019/20 school year calendar 20-A M.R.S. § 4801

Records maintenance and release policy 20-A M.R.S. § 6001, § 2902

**APPROVAL FOR THE RECEIPT OF PUBLIC FUNDS (20-A M.R.S. § 2951)**

State of Maine Incorporation document

2019/20 school year calendar (if not already attached) 20-A M.R.S. § 4801(2-A)

Records maintenance and release policy (if not already attached) 20-A M.R.S. § 6001, § 2951

**APPROVAL FOR SCHOOLS ENROLLING 60% OR MORE PUBLICLY FUNDED STUDENTS**

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)

**ELECTRONIC SUBMISSION OF APPROVAL DOCUMENTATION**

Electronic Signature Certification/Attestation (mail signed original of [this form only](https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/signaturecertification.docx) via U.S.P.S.)