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

The annual Non-Traditional Limited 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. For more information please visit the Department’s School Approval website at <https://www.maine.gov/doe/schools/schoolops/privatechoolapproval>.

[ ]  Non-Traditional Limited Purpose Private School Annual School Approval Report

[ ]  State of Maine Incorporation document and/or Governing Board list

[ ]  Copy of policy statements 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 a 2019/20 agreement for the services of designated school health advisor or school nursing services

[ ]  Copy of the Comprehensive All-hazards Emergency Management Plan

[ ]  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

[ ]  Educational Plan including Testing / Evaluation

[ ]  Curriculum / Program of Study

[ ]  Calendar demonstrating instructional time commensurate with educational activities planned

**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.)