Private School Annual Approval Documentation Checklist

The annual private school approval **requires** that your school’s organizational and staff data are 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)**

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)

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

Policy statement regarding student immunizations 20-A M.R.S. §§ 6352-6359

**AND**

NEASC Accreditation documentation

**OR**

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

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

Curriculum/Program of Study documentation which provides evidence of instruction in elementary schools as specified in 20-A M.R.S. §§ 4701, 4704, 4706 and 4711 and/or in secondary schools as specified in 20-A M.R.S. §§ 4701, 4704, 4706, 4722 (including establishing a CTE pathway to graduation), 4722-A, 4723 and 4724, and in the basic curriculum established by Rule [Chapter 127] and in alignment with the system of learning results established in 20-A M.R.S. § 6209.

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

State of Maine Incorporation document

Upcoming 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)

Curriculum/Program of Study documentation (if not already attached) which provides evidence of instruction in elementary schools as specified in 20-A M.R.S. §§ 4701, 4704, 4706 and 4711 and/or in secondary schools as specified in 20-A M.R.S. §§ 4701, 4704, 4706, 4722 (including establishing a CTE pathway to graduation), 4722-A, 4723 and 4724, and in the basic curriculum established by rule [Chapter 127] and in alignment with the system of learning results established in 20-A M.R.S. § 6209.