



Ohio Administrative Code Rule 3301-39-03 Procedures.

Effective: February 8, 2026

(A) A nonpublic school seeking a charter or reissue of a charter shall submit an application as prescribed by the department.

(1) The department will publish the application and application process, including a list of required documents and assurances for the upcoming school year, on the department website (www.education.ohio.gov) no later than October first.

(2) A nonpublic school seeking an initial charter shall submit an application between November first and January fifteenth. The school may delay completing the steps necessary to obtain the charter for up to twenty-four months after the closure of the application period in which the application was submitted.

(3) A nonpublic school seeking to have its charter reissued due to a change in location, ownership, or name; a merger; or the addition of an annex location of any school may request reissue of a charter at any time during the year.

(B) A nonpublic school seeking an initial charter shall complete and submit to the department the form entitled "Report of a Nonpublic School" not less than fourteen days prior to the first scheduled site visit.

(C) The department will conduct not less than two site visits of a nonpublic school during the first year of operation under the initial charter, with the initial site visit taking place no later than September thirtieth for a nonpublic school whose applications and supporting documentation is completed and submitted by July first. A nonpublic school completing all application requirements after July first will receive an initial site visit within ninety days of completion of the application.

(D) The department will approve and issue an initial charter to a nonpublic school following satisfactory completion of a site visit by the department in which the department determines the



nonpublic school has complied with rule 3301-35-09 of the Administrative Code . In making its determination, the department will consider evidence provided by an accrediting association if the school is accredited by an association whose standards have been reviewed by the department director's advisory committee on chartered nonpublic schools and approved by the department pursuant to paragraph (A)(1) of rule 3301-35-09 of the Administrative Code.

(E) The following apply to a charter for a nonpublic school requesting reissue of a charter due to a change in location, or ownership, or name; a merger; addition of grade levels; leaving an approved accrediting organization; or the addition of an annex location

(1) The charter will be issued within thirty days of satisfactory completion and submission of application and supporting documentation.

(2) The department will conduct a site visit of the nonpublic school within six months of reissuance of its charter.

(3) In the case of a change in location or addition of an annex, the department will conduct a site visit of the nonpublic school prior to reissuance of the charter.

(4) In the case of a change of name only, the department may elect to forgo a site visit of the nonpublic school.