

**Office of Community Schools  
Sponsor Assurances  
3301-102-05**

Signed assurances must be submitted to the Office of Community Schools (OCS) at least ten business days prior to:

- The annual opening of a school,
- The opening of a new school, or
- When a school changes location or adds a new facility.

IRN# \_\_\_\_\_ Tax ID: \_\_\_\_\_ County: \_\_\_\_\_

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

School Physical Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

School Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

School Building Phone: \_\_\_\_\_ School Building Fax: \_\_\_\_\_

***Please include any and all buildings associated with this school (IRN)  
(use a separate sheet if necessary)***

**Annex Address:** \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

School District where school is located: \_\_\_\_\_

First Day of School: \_\_\_\_\_ Last Day of School: \_\_\_\_\_

Grade Levels Per Contract: \_\_\_\_\_ Grade Levels Served: \_\_\_\_\_

OEDSR Administrator: \_\_\_\_\_

OEDSR Administrator E-mail address: \_\_\_\_\_

OEDSR Administrator Phone: \_\_\_\_\_ OEDSR Administrator Fax: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Treasurer E-mail address: \_\_\_\_\_

Treasurer Phone: \_\_\_\_\_ Treasurer Fax: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Superintendent Email: \_\_\_\_\_

Superintendent Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

- \* A copy of the community school's current contract and any subsequent modifications is on file with OCS;
- \* The sponsor has a copy of the school's plan for providing special education and related services to students with disabilities and the school can demonstrate the capacity to provide those services in accordance with Chapter 3323 of the Revised Code and federal law;
- \* The school has a plan and procedures for administering the achievement tests and diagnostic assessments as prescribed by sections 3301.0710 and 3301.0715 of the Revised Code;
- \* The school's personnel have the necessary training, knowledge, and resources to properly use and submit information to all databases maintained by the department for the collection of education data, including the Education Management Information System (EMIS) established under section 3301.0714 of the Revised Code in accordance with methods and timelines established under section 3314.17 of the Revised Code;
- \* All required information about the school has been entered/updated in the Ohio Education Directory System (OEDS-R) or any successor system;
- \* The school has enrolled at least the minimum number of students required by division (A)(11)(a) of section 3314.03 of the Revised Code in the school year for which the assurances are provided;
- \* All classroom teachers are licensed in accordance with sections 3319.22 to 3319.31 of the Revised Code, except for non-certificated persons engaged to teach up to twelve hours per week pursuant to section 3319.301 of the Revised Code;
- \* The school's fiscal officer is in compliance with section 3314.011 of the Revised Code;
- \* The school has on file both BCII and FBI criminal records checks for all applicants for employment, including private contractors providing on or offsite student services.
- \* The school holds the following:
  - Proof of property ownership or a lease for the facilities used by the school;
  - Liability insurance for the school, as required by division (A)(11)(b) of section 3314.03 of the Revised Code, that the sponsor considers sufficient to indemnify the school's facilities, staff, and governing authority against risk;
  - A certificate of occupancy;
  - A satisfactory health and safety inspection;
  - A satisfactory fire inspection; and,
  - A valid food permit, if applicable;
- \* The sponsor has conducted a pre-opening site visit to the school for the school year for which the assurances are provided, or prior to offering instruction in a new facility;
- \* The school has designated a date it will open for the school year for which the assurances are provided that is in compliance with division (A)(25) of section 3314.03 of the Revised Code; and,
- \* The school has met all of the sponsor's requirements for opening and any other requirements of the sponsor;

\_\_\_\_\_  
Authorized Signature:

\_\_\_\_\_  
Date

Sponsor: \_\_\_\_\_

Sponsor IRN: \_\_\_\_\_

Sponsor E-mail address: \_\_\_\_\_

**The items below are not required to be completed as part of the Sponsor Assurance on-site visit but are requirements listed elsewhere in statute.**

- \* The school's safety plan for each building/annex associated with the school's name/IRN has been filed the school's safety plan for each building/annex associated with the school's name/IRN is filed with the Ohio Attorney General and the Local Law Enforcement Agency having jurisdiction over the school, along with a blueprint of the building(s) (OAG only requires floor plan) and has been reviewed/revised within the last three years.
- \* The school has a written policy governing academic prevention/intervention services for all grades that is updated annually. Ohio Revised Code Section 3313.6012.

Submit these forms to:

Connie Sims  
Office of Community Schools  
25 South Front Street, Mail Stop 405  
Columbus, Ohio 43215-4183  
Phone: (888) 510-3941  
Fax: (614) 752-5551  
E-Mail: [connie.sims@ode.state.oh.us](mailto:connie.sims@ode.state.oh.us)