

New School Request Form

| | |
|---|--|
| Official School Name* | |
| Requested School Number (Optional)† | |
| Physical Address* | |
| Mailing Address* | |
| Phone Number* | |
| Fax Number | |
| School Website | |
| Grade Range* | |
| Date School Opens* | |
| Reason for New School | |
| LEA or District Name* | |
| Charter Schools Only: Approved District Location | |

| | | |
|---|--|--|
| School Type (check all that apply)* | Any additional information that would enhance our understanding of why a new school needs to be created: | |
| <input type="checkbox"/> Alternative Facility | | |
| <input type="checkbox"/> Private School | | |
| <input type="checkbox"/> Virtual School | | |
| <input type="checkbox"/> Vocational/ATC | | |
| <input type="checkbox"/> Special Education facility | | |
| <input type="checkbox"/> YIC Facility | | |
| <input type="checkbox"/> Traditional School | | |
| <input type="checkbox"/> Charter School | | |
| <input type="checkbox"/> Other (please explain) | | |
| | Contact Title | |
| | Contact Name* | |
| | Contact E-mail* | |
| | Phone Number* | |
| | Authorized By* | |
| | Signature of Authorizer* | |

After completing the form, please e-mail to kristin.campbell@schools.utah.gov. For questions call Kristin Campbell at 801-538-7892.

*Indicates required text.

†While USOE will attempt to accommodate requested school numbers, we are not always able. Once a number has been assigned in CACTUS, it cannot be changed.