

New School Request Form

Utah State Office of Education
 250 East 500 South
 PO Box 144200
 Salt Lake City, UT. 84114

Phone: 801-538-7947
 Fax: 801-538-7845
 sarah.wald@schools.utah.gov

Official School Name*	
Requested School Number (Optional): Not all numbers can be accommodated.†	
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)*
<input type="checkbox"/> Alternative Facility
<input type="checkbox"/> Private School
<input type="checkbox"/> Virtual School
<input type="checkbox"/> Vocational/ATC School
<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)

Any additional information that would enhance our understanding of why a new school needs to be created:	
Contact Title	
Contact Name*	
Contact E-mail*	
Phone Number*	
Authorized By*	
Signature of Authorizer*	

After completing the form, please e-mail to sarah.wald@schools.utah.gov.

*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.