

# CARSON SMITH SCHOLARSHIP PRIVATE SCHOOL APPLICATION FOR EXTENDING TO AN ADDITIONAL LOCATION

This application and all required supporting documentation must be completed and sent to the Carson Smith Scholarship Program Office at:

UTAH STATE BOARD OF EDUCATION  
ATTN CARSON SMITH  
250 E 500 S  
PO BOX 144200  
SALT LAKE CITY UT 84114-4200

**This application is for an originating Carson Smith Scholarship School to be able to expand their school to another or additional location. This application must be filled out by the originating school.**

## Part A. General Information

Originating Carson Smith School

Originating Administrator

New/Extended Campus Name

New Administrator

School Address

City

State

Zip

Contact Name

Contact Phone

Contact Email

Grade Levels Served

## Part B. Eligibility to Enroll Special Needs Scholarship Students

I certify that the new/extended school meets the requirements set forth in Utah Code Sec. 53A-1a-701 through 53A-1a-710 and Utah Code Sec. 53A-1a-410, and in Utah State Board of Education Administrative Rule R277-602 Special Needs Scholarships – Funding and Procedures for eligibility to enroll special needs scholarship students. **Initial each requirement below. If the school does not meet a requirement, please attach an explanation that is clearly labeled by item number.**

1. The new extended school has a physical location in Utah where scholarship students attend classes and have direct contact with the schools' teachers and the school is in session on a calendar comparable to the calendar for a typical Utah public school.
2. Since this is an extension of the originating CSS private school, it is assumed that the audit and report from a licensed, independent certified public accountant, or an agreed upon procedure is in place with the originating school.
3. The new extended school agrees to comply with the antidiscrimination provisions of 42 U.S.C. Sec. 2000d.
4. The new extended school meets state and local health and safety laws and codes, including compliance with Utah Department of Health Administrative Rule R392-200: Design, Construction, Operation, Sanitation, and Safety of Schools; and has adopted emergency preparedness response

plans that include training for school personnel and parent notification for fire drills, natural disasters, and school safety emergencies.

5. The new extended school will disclose to the parent of each prospective student, before the student is enrolled, the special education services that will be provided to the student, including the cost of those services.
6. The new extended school will administer an annual assessment of each scholarship student's academic progress, will report the results of the assessment to the student's parents, and will make the results available to the assessment team evaluating the student as required to determine scholarship eligibility and level of service.
7. The new extended school employs or contracts with teachers who hold baccalaureate or higher degrees; or have at least three years of teaching experience in public or private schools; or have special skills, knowledge, or expertise that qualify them to provide instruction in the subjects taught and to the students taught.
8. The new extended school agrees to provide to parents the relevant credentials of the teachers who will be teaching their students.
9. The new extended school is not a home school or a residential treatment facility licensed by the state.
10. The new extended school will satisfy criminal background check requirements for employees and volunteers consistent with Utah Code Sec. 53a-1a-705(1)(h).
11. The new extended school will initiate, participate in, and document assessment team meetings as required by Utah Code Sec. 53A-1a-704(3), Sec. 53A-1a-704(6), and Utah State Board of Education Administrative Rule R277-602-D.
12. The new extended school will provide complete student records, in a timely manner, to other private or public schools requesting student records if parents have transferred students under Utah Code Sec. 53A-1a-704(7).
13. The new extended school will notify the Utah State Board of Education within five business days if a scholarship student does not continue enrollment in the school for any reason, including parent/student choice, suspension or expulsion of the student, or if the student misses more than 10 consecutive days of school.
14. The new extended school will cooperate fully with the Utah State Board of Education in providing necessary student enrollment, tuition, and attendance information needed to complete scholarship payment procedures and to assure compliance by the school and its enrolled scholarship students with the Special Needs Scholarship rules and requirements.
15. The new extended school will provide all required supporting materials to this application. The following supporting documentation and materials are required to complete Part B of the application.

***Please label all materials clearly.***

- Tuition and Fee Schedule
- School Calendar and Time Summary
- A list of all teachers employed by the school and their qualifications regarding requirement #7 as listed above
- A copy of the school's most recent Public Health Inspection Report (in compliance with Utah Department of Health Administrative Rule R392-200)
- A copy of the most recent State Fire Marshall Inspection Report
- If the school stores, prepares, or serves food to students, a copy of a current and satisfactory Safety and Sanitation Report from the Department of Health

### Part C. Status as a “School That Has Previously Served Students with Disabilities”

Documentation in support of **one** of the following is required to complete Part C of your application. ***Please label all materials clearly.***

1. The school must have enrolled special needs students within the last three years who received scholarships under the Carson Smith Scholarship Program;

**OR**

2. The school must have enrolled special needs students within the last three years who have received special education services under an Individualized Education Plan (IEP) from the Local Education Agency (LEA) where the private school is geographically located;

**OR**

3. The school must provide other evidence that is determinative of having enrolled students with disabilities within the last three years.

I certify that the new/extended school meets the requirements set forth in Utah State Board of Education Administrative Rule R277-602-1(M) as a school that has previously served students with disabilities.

School Administrator Signature

Date