



Utah State Board of Education

New School Request Form

Please provide the information below so we can add your new school to the Utah State Board of Education school directory. You must complete and submit the completed form to licensing@schools.utah.gov. For questions, please contact Educator Licensing via email or phone, (801) 538-7740.

Required School Information

Official School Name: _____

Physical Address*: _____

Mailing Address*: _____

Phone Number: _____ Grade Range: _____

Utah Business License Number*: _____ Licensing City: _____

Approved District Location (Charters ONLY): _____

**School must be physically located in Utah. Virtual schools must have the primary business address located in Utah. School must be licensed as a business by the Utah Department of Commerce (R277-438-2 (6)(g)).*

School Type

Please check all that apply for your school.

- | | | |
|--|--|--|
| <input type="checkbox"/> Alternative Facility | <input type="checkbox"/> Charter School | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> Special Education Facility | <input type="checkbox"/> Traditional School | <input type="checkbox"/> Virtual/Online School |
| <input type="checkbox"/> Vocational/ATC | <input type="checkbox"/> YIC (Youth-In-Care) Facility | <input type="checkbox"/> Non-profit 501(c)(3) Entity |
| <input type="checkbox"/> Institution of Higher Education | <input type="checkbox"/> Other (please explain): _____ | |

Optional School Information

Requested School Number†: _____

School Website: _____

Reason for New School: _____

LEA or District Name: _____

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

Any additional information that would enhance our understanding of why a new school needs to be created:

Contact Information & Authorizer

Contact Name: _____ Contact Title: _____

Contact Email: _____ Phone Number: _____

Authorized by: _____

Signature of Authorizer: _____

Please submit completed form to: licensing@schools.utah.gov.