School Change Form – Superintendent Signature

This form's main purpose is to provide a form where superintendents can sign off on the appropriate school changes. *Please only fill out the section that applies to the school change and sign at the bottom.*

Closing a School

My signature below certifies that this school is or will be closed on the date indicated in the submitted form. This school is accountable for all state- and federally- mandated accountability, assessment and data-collection requirements, as appropriate to the grade configuration of this school, occurring prior to the date of closing.

School Code:

School Name:

School Name Change

My signature below certifies that this school name change is correct in the submitted form. This school is accountable for all state- and federally- mandated accountability, assessment and data collection requirements as appropriate to its grade configuration.

School Code:

Current School Name:

New School Name:

School Grade Change

My signature below certifies that the change in grade range(s) is correct in the submitted form. The school(s) accountable for all state- and federally- mandated accountability, assessment and data collection requirements, as appropriate to its grade configuration, occurring prior to the date of grade range change.

School Code:

School Name:

Current Grade Range:

New Grade Range:

New School Code

My signature below certifies that

1. this school meets the definition of a school, as defined in this document,
2. staff and student data will be submitted for this school,

3. this school is accountable for all state- and federally- mandated accountability requirements as appropriate to its grade configuration, and
4. except for schools in a planned grade-level build-out, the grade range will remain in effect for a minimum of three years.

I understand that I must submit a letter explaining extenuating circumstances if the school/program status changes or if the grade levels change within three years.

School Name:

Signature

Superintendent/BOCES Executive Director Signature:

Date: