

**APPLICATION TO OPEN AN ELEMENTARY SCHOOL (SAMPLE)**  
*(Submit completed application to local conference office of education by  
December 1 of the year prior to the anticipated opening)*

The \_\_\_\_\_ Seventh-day Adventist Church, through its church in business session hereby requests approval of the \_\_\_\_\_ Conference K-12 Board of Education to Open/Reopen (circle one) an elementary school located at:

Place \_\_\_\_\_

Address \_\_\_\_\_

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*If school operated in the past, please complete this section:*

1. How many years did the school operate previously? \_\_\_\_\_
2. Give the date the school discontinued operations. \_\_\_\_\_
3. What were the reasons for closing the school? \_\_\_\_\_
4. \_\_\_\_\_

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Explain how the opening of this school will meet a demonstrated educational need not currently met by presently established schools.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has a school constitution been adopted? Yes No In Progress

Has a school board been elected? Yes No In Progress

## Enrollment Projection

In the first year of operation the enrollment by grades is projected as follows:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_ 7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ Total \_\_\_\_\_

Future enrollment prospects are based on the following statistics from families in which one or both parents are members of the Seventh-day Adventist church and who are committed to the support of the church school by sending their children to the school and supporting it financially.

Number of Children: 8 Yrs. Old \_\_\_\_\_ 7 Yrs. Old \_\_\_\_\_ 6 Yrs. Old \_\_\_\_\_ 5 Yrs. Old \_\_\_\_\_  
4 Yrs. Old \_\_\_\_\_ 3 Yrs. Old \_\_\_\_\_ 2 Yrs. Old \_\_\_\_\_ 1 Yr. Old \_\_\_\_\_

Number of children of church families under school age on the opening date of school: \_\_\_\_\_

Number of school age students who will not attend church school, but will be in public school even if the church school opens:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_ 7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_

## Facilities

If building a new facility, have building and financial plans been submitted for approval to the local conference committee? Yes No

Give the size of the classroom in square feet: \_\_\_\_\_

Give the size of the playground area in square feet: \_\_\_\_\_

What playground equipment is available? \_\_\_\_\_

\_\_\_\_\_

Does the proposed school have adequate desks (teacher and student)? Yes No

If no, describe plans for ensuring these are in place before the start of school.

\_\_\_\_\_

\_\_\_\_\_

Does the classroom have chalk/white (circle one) boards? Yes No

If no, describe plans for ensuring these are in place before the start of school.

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Are teaching tables (kidney for primary grades or adequate for teacher presentations to individual classrooms) provided? Yes No

Describe what other classroom equipment is currently on hand or will be provided prior to the opening of the school.

Currently on hand: \_\_\_\_\_

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Provided prior to opening of the school: \_\_\_\_\_

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### **Financial**

What is the tithes of the church for the last calendar year? \$ \_\_\_\_\_

Please attach a proposed budget, including tuition rates.

### **Staffing**

The school requests the conference provide a denominationally certificated teacher. Yes No

The school intends to staff the school according to union teaching load guidelines. Yes No

Please explain any no answer: \_\_\_\_\_

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**Curriculum**

The curricular offerings will be in harmony with the union education code. Yes No

The Mid-America Union Textbook List will be the basis for textbook selection. Yes No

The school will provide adequate curricular material for each student with appropriate Teacher's Guides, etc. (in consultation with the conference office of education) Yes No

Subject offerings and class period time allotments will be in agreement with Mid-America and local conference boards of education policies. Yes No

Please explain any no answer: \_\_\_\_\_  
\_\_\_\_\_

**Additional Information**

Please list other equipment or material that is, or will be, on hand prior to the opening of the school.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide any additional relevant information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Suggested Timeline

This is a suggested timeline to guide the church in meeting the December 1 deadline for submitting an application to the conference superintendent of schools. Churches may complete the feasibility study and recommendation process in a shorter period in order to have the application submitted prior to the deadline.

Church Board establishes school feasibility study committee	January
Feasibility study committee collects and reviews demographic, financial impact, and facility need information.	January - September
Feasibility study committee reports to church board	September
Church Board makes recommend to Church in Business Session	October
Church Business Meeting approves forwarding application to conference	November
Application received by superintendent of schools	<b>December 1 of year prior to anticipated opening</b>
On-site visit	December - January
Board of Education approval	Next BOE meeting

**Approval Process**

**By this application, the church agrees to meet its financial obligation each month in the school and to provide a continuity of operation.**

Church in Business Session Action (write action as presented in official minutes):

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Date of Action: \_\_\_\_\_

Chairman of Church Board Signature: \_\_\_\_\_

Church Clerk Signature: \_\_\_\_\_

Church Treasurer Signature: \_\_\_\_\_

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**To be completed by the Superintendent of Schools**

*Upon receipt of this application the conference superintendent will schedule an on-site visit to conduct a study of the proposal (including building plans), the planned program, and an evaluation of existing school facilities.*

**Date of on-site visit:** \_\_\_\_\_

**Recommendation:** \_\_\_\_\_

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**Board of Education Action:** \_\_\_\_ **Approved**      \_\_\_\_ **Denied** **Date:** \_\_\_\_\_

**Signature of Board of Education Chair:** \_\_\_\_\_

**Signature of Board of Education Secretary:** \_\_\_\_\_

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