

NEW SCHOOL FORM

LOCAL EDUCATION AGENCY (LEA)



LEA Name: _____ LEA Number: _____

Contact Name: _____ Contact Phone: _____

Contact E-Mail: _____ Date: _____

NEW SCHOOL INFORMATION

Name of School: _____

Physical Address: _____

Mailing Address: _____

Date school will open: _____

School Type: ☐ Regular School
☐ Career & Technical Education School
☐ Alternative Education School
☐ Charter School

Grades Served: ☐ IT ☐ PK ☐ KG ☐ 01
(select all that ☐ 02 ☐ 03 ☐ 04 ☐ 05
apply) ☐ 06 ☐ 07 ☐ 08 ☐ 09
☐ 10 ☐ 11 ☐ 12 ☐ 13
☐ AE

Requested School Identifier: _____

The requested number may not be approved. See the Federal Reporting Considerations in the [MSIS School Update Guidance](#) located on the MSIS Resource Library page.

An LEA representative has notified the Office of Accreditation of the decision to create a new school and provided a copy of the local board minutes (signed by the board president) that reflect the approval of the LEA's plan of action. ☐ Yes ☐ No

✓ Send completed form to mdeapps@mdek12.org.