



Glenda Ritz, NBCT  
Indiana Superintendent of Public Instruction

# Non-Public School Number Request Form

The assignment of a school number by the Indiana Department of Education does not mean that the school is considered accredited. That is a different process and occurs only upon request and successful completion of the accreditation process.

Special Note: By applying for a school number, this facility will be referred to the Indiana Department of Homeland Security's State Fire Marshall's Office and will be subject to inspection as a "Class 1" facility and will be required to meet state fire codes for this type of structure, now and in the future.

FAX Completed Form to: Office of School Accreditation 317-232-9023

School Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Person Making the Request: \_\_\_\_\_ Role at the School: \_\_\_\_\_  
Lowest Grade Level: \_\_\_\_\_ Highest Grade Level: \_\_\_\_\_  
Date School Is To Open/Was Opened: \_\_\_\_\_  
Principal's Name: \_\_\_\_\_ Principal's E-Mail: \_\_\_\_\_  
School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

School Location/Address School Mailing Address (If Different)  
Street: \_\_\_\_\_ Street/PO Box: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_  
County: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Requesting a School Number: \_\_\_\_\_  
Signature of Person Making the Request: \_\_\_\_\_

### FOR DOE USE ONLY

Date Received: \_\_\_\_\_ Request Reviewed By: \_\_\_\_\_  
Action:  Approved  Denied Reason For Denial: \_\_\_\_\_  
Initial Status to be Entered In the Master File:  Non-Accredited  Accredited  
 Requesting School Notified by E-Mail or FAX DOE School Number Assigned: \_\_\_\_\_  
 Indiana Department of Homeland Security's State Fire Marshall's Office Notified by E-Mail:

[cclouse@dhs.in.gov](mailto:cclouse@dhs.in.gov); & [dsmith@dhs.in.gov](mailto:dsmith@dhs.in.gov)