**[[1]](#endnote-1)**

**Colorado Department of Education**

**Request for New School Code**

In order for CDE to assign a 4-digit code number to a new school, a district must submit the following information in writing, signed by the superintendent or BOCES executive director to:

**Colorado Department of Education**

Data Services Unit

201 E. Colfax Avenue

Denver, CO 80203

Or fax to: 303-866-6888.

Email: st.hilaire\_d@cde.state.co.us

**Definition of a Colorado Public School**

CDE has provided guidance around the definition of a public school. Please review the definition prior to making a request for a new school code. A school code may not be issued if CDE determines the school does not meet the requirements.

<https://cdeapps.cde.state.co.us/DefinitionofaColoradoPublicSchool.doc>

Indicate whether or not if this school meets each of the following criteria

* Is an autonomous entity
* Has its own principal who is not under the supervision of a principal of another public school
* Has a budget separate from any other public school
* Provides a complete instructional program that allows students to proceed to the next grade level or if a high school with twelfth grade, to graduate students. GED preparation programs do not meet this requirement.
* Has one or more core content teachers if any grade between K and 12 is being served.  In schools serving only preschoolers, there must be at least one individual qualified as a Teaching Assistant.

New School submissions for 2015-16 are due by ***June 30th 2015.***

***Warning:*** A district’s/BOCES’ failure to submit a request for a new school code may result in a loss of State and Federal funding. It may also create problems with accountability, assessment and data collection. **It is imperative that all districts/BOCES ensure that all schools have a CDE-issued school codes by the beginning of a new school year as of June 30.**

District Code \_\_\_\_\_\_\_\_\_\_ District Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Where the School Physically Resides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address

Physical City, State, Zip

Mailing Address

Mailing City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone

Principal/Director’s Name

Principal/Director’s email address

Grade Range of School

If the new school serves preschool (004) students, provide the Colorado Department of Human Services child care (DCC) or preschool license (PRS) number: \_\_\_\_\_\_\_\_\_\_\_

Does your school plan to expand the grade range served over time? If yes, please explain:

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Date School will be Operational

Why are you adding/requesting a new school?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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From which other districts or schools is your anticipated student population coming? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If two or more schools are merging and requesting a new school code, the 50% population change spreadsheet must be filled out and included with the new school code request. The spreadsheet can be found at: <http://www.cde.state.co.us/datapipeline/school-code-boundary-calculator>

Please check all descriptors that apply to the entire school. Do not check if they apply only to a program within the school.

**\_\_\_\_\_ Regular:** A public elementary/secondary school that is not a magnet or charter school, and does **NOT** focus primarily on vocational, online, special, alternative, or high-risk student education, although it may provide these programs in addition to a regular curriculum.

**\_\_\_\_\_ Alternative:** A public elementary/secondary school that addresses the needs of students that typically cannot be met in a regular school. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education.

\_\_\_\_ **Alternative Education Campus:** Some schools have specialized missions and are designated as Alternative Education Campuses (AECs). AEC schools must go through an application process through the Office of Accountability and Data Analysis. These schools serve a student population where either: (1) all students have severe limitations that preclude appropriate administration of the state assessments, (2) all students attend on a part-time basis and come from other public schools where the part-time students are counted in the enrollment of the other public school, or (3) more than 95% of the students have either an Individual Education Program and/or meet the definition of a high-risk student, as defined in the Educational Accountability Act of 2009.

**\_\_\_\_\_ Charter:** A public school that enters into a charter contract with a school district or the Charter School Institute, pursuant to section 22-30.5-101 C.R.S. *et seq*., for the purpose of providing elementary and/or secondary education

\_\_\_\_\_ **Contract:** An educational institution operated by an entity that is contracted by a school district to furnish the educational services, activities and operations of a public school.

\_\_\_\_\_ **Early College:** A school defined in C.R.S. 22-35-103 (10) as a state board designated secondary school that provides only a curriculum that is designed in a manner that ensures that a student who successfully completes the curriculum will have completed either an associate's degree or sixty credit hours toward the completion of a postsecondary credential. An application for this designation is required to the Office of Postsecondary Readiness.

\_\_\_\_\_ **Home School Options:** A school that supports home school students with supplemental education. All students must be reported as home schooled with a funding code of 85 (home school part time.)

\_\_\_\_\_**Innovation:** A school in which the local school board implements an innovation plan for a school to improve educational performance through greater individual school autonomy and managerial flexibility.  A district board of education approved Innovation Plan for a public school (or group of schools) must be submitted, along with waiver requests, to the CDE Schools of Choice Office who then submits the plan to the State Board of Education for approval, pursuant to section 22-32.5-101 C.R.S. *et seq*.

**\_\_\_\_\_ Magnet**: a) A school designed to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation or b) provide an academic or social focus on a particular theme.

**\_\_\_\_\_ Online:** A public, non-religious, non-sectarian full-time, online education school, authorized pursuant to Section 22-30.7-101 C.R.S. *et seq*., which delivers a sequential program of synchronous or asynchronous instruction from a Teacher to a student, through the use of technology via the internet in a remote setting. Online schools do not include supplemental online programs.

**\_\_\_\_\_ Special Education:** A public elementary/secondary school that focuses primarily on serving the needs of students with disabilities.

\_\_\_\_\_ **Vocational:** A school that focuses primarily on providing secondary students with an occupationally-relevant or career-related curriculum, including formal preparation for vocational, technical or professional occupations.

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 the grade configuration of this school, and (4) the grade range at this school 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.**

Superintendent/BOCES Executive Director Signature Date

1. [↑](#endnote-ref-1)