

School Letterhead

Date

To the State of Maine, Department of Education:

I am writing to notify the Maine Department of Education (DOE) that **(school name)**, in **(school town)**, Maine, wishes to operate as a private school recognized as a school providing equivalent instruction for the 2019-2020 academic year.

(School name) provides instruction, appropriate to its grade levels, in the English language, consisting of reading, writing, spelling, grammar, mathematics, science, American history, Maine history and geography and civil government, including the privilege and responsibility of citizenship, health education and fine arts.

All teachers in the school who teach the curriculum in Section 3(a), have been examined and approved for competency, by the administration of the school.

The school is in operation a minimum of 175 days or 875 hours.

The school is in compliance with all applicable state and local fire, health, and safety laws.

The following information regarding academic assessment is furnished to the parents for each student, as applicable: (1) method(s) of assessment used, (2) subjects in which assessment is made, (3) grade levels at which assessment is made, and (4) results of assessment. In addition, it shall be stated in the annual letter that parents shall be furnished academic progress reports a minimum of 4 times annually.

The school will comply with the requirements of Section 4. The chief administrative officer of the private school shall submit in writing, within 2 weeks after the opening of the school, or by October 1, whichever first occurs, the names, residences, and grade levels of the students attending the school. This information shall be submitted to the Superintendent(s) of the public school administrative unit(s) in which the students reside. This report shall be updated as necessary.

Thank you for your attention in this matter.

Sincerely,

Principal