



State of North Carolina  
Division of Non-Public Education

Please **COMPLETE** on screen; **PRINT** two copies – one for your records; **SIGN** both and then **SEND** the other copy before the school begins initial operation (preferably 30-60 days in advance) to:

Conventional Schools Section  
NC Division of Non-Public Education  
1309 Mail Service Center  
Raleigh, N.C. 27699-1309

**ATTACH** non-returnable, photocopied documentation indicating that the school facility has already met local and state fire safety and sanitation **requirements**.

### Notice of Intent to Operate a Conventional Private Grade K-12 School

(Not for use by home schools)

1.	County in which school is located:			
2.	School Name:			
3.	US Mail Address -- Street or Box #:			
	City:	State:	Zip Code:	
	E-mail Address:			
4.	School Telephone Number:	(     )	-	
5.	School Owner:			
6.	Chief Administrator:			
7.	Month & year school will begin initial operation:	Month:	Year:	
8.	Grade levels to be initially offered:			
9.	Religious or Independent (Select only one):	<input type="checkbox"/> Religious	<input type="checkbox"/> Independent	

*I hereby send formal notice of the opening of the above named conventional non-public school (elementary/high school) as required by Chapter 115C, Subchapter X, Article 39 of the North Carolina General Statutes.*

Date: \_\_\_\_\_ Mr./Mrs./Miss: \_\_\_\_\_

*Signature of Chief Administrator*

**Please provide directions below to the school from the nearest major highway:**