

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
30 EAST BROAD STREET, SUITE 2481, COLUMBUS, OHIO 43215
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E-mail: bpsr@scr.state.oh.us Website: <http://scr.ohio.gov/>

School Director Disclosure Form

Name of School:
School Address:
Name of Current Director:

1. Change of Location

I understand that I must notify the State Board prior to moving to a new address in accordance with Ohio Administrative Code Section 3332-1-04.1. I also understand that I must submit the appropriate fee (when invoiced), a facilities compliance statement to include a current fire inspection and certificate of occupancy, and have an approved site visit report completed prior to the move.

_____ Director's initials

2. Enrollment Agreement and School Catalog

I understand that it is my responsibility to assure that the school's Enrollment Agreement and School Catalog are in compliance with Ohio Administrative Code Sections 3332-1-08 and 3332-1-09.

_____ Director's Initials

3. Responding to Complaints and/or any other Request for Information

I understand that it is my responsibility to respond to any letters from the State Board requesting information regarding a complaint and/or any other request for documents or information in a timely manner.

_____ Director's Initials

4. Records

I understand that it is my responsibility to maintain appropriate students records in accordance with Ohio Administrative Code Section 3332-1-08 (A) & (B).

_____Director's Initials

5. Student Enrollment

I understand that it is my responsibility to assure that prior to enrollment all students complete the Student Disclosure Form and receive placement and graduation rates for the program they are entering into as required by Ohio Administrative Code Section 3332-1-09.

_____Director's Initials

6. Board Deadlines

I understand that there are Board deadlines for items to be considered for a Board Agenda. These deadlines are available on the Board's web site at: www.scr.ohio.gov/mtgdates.htm

_____Director's Initials

Director's Signature_____ Date_____