

STATE OF OHIO
 BOARD OF CAREER COLLEGES AND SCHOOLS
 30 E. BROAD STREET, SUITE 2481 COLUMBUS, OHIO 43215-3414
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 E-mail: bpsr@scr.state.oh.us Website: http://scr.ohio.gov/

REQUEST FOR CHANGE OF LOCATION

Please submit this form as soon as possible prior to the move so that the review process can be started. Also submit the following attachments with this form or prior to classes starting:

- COMPLETED FACILITIES COMPLIANCE STATEMENT (PRS0005)
- COPY OF FIRE INSPECTION REPORT
- COPY OF CERTIFICATE OF OCCUPANCY

ANTICIPATED MOVE DATE (MUST BE COMPLETED):	
SCHOOL NAME	
PRESENT SCHOOL STREET ADDRESS	PHONE # FAX #
CITY, STATE ZIP:	
NEW SCHOOL STREET ADDRESS	NEW PHONE # NEW FAX #
CITY, STATE ZIP:	
DISTANCE FROM PRESENT LOCATION TO NEW LOCATION :	NUMBER OF STUDENTS PRENTLY ENROLLED:
WILL STUDENTS NEED ADDITIONAL TRANSPORTATION TO NEW LOCATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	
REASON/RATIONALE FOR THIS REQUEST: (Attach additional documentation if necessary)	
NAME OF SCHOOL CONTACT PERSON	DATE:

COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE. ALL ITEMS MUST BE COMPLETED!
 ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE FORM. YOU ARE REQUIRED TO FILL IN ALL
 BLANKS. IF NOT APPLICABLE, PLEASE PUT N/A.