



Licensing of Hawai'i Private Schools Checklist

Please submit each of the following documents listed below:

Name of School: _____

Head of School/Principal: _____

Contact email: _____

Contact Phone: _____

Please check the type of school category that matches your school (check all that apply):

- For Profit Non Profit Virtual Blended
 Elementary Middle School High School

License Fee (see full manual, page 11)

Application for licensure (for new licenses and non-HAIS accredited license renewals)

I. Criterion: Purpose and Philosophy

Mission Statement and/or Statement of Philosophy and Goals

(if stated in any of the handbooks, state which handbook and page # ____)

- Catalog/Brochure
 Student Handbook
 Parent Handbook

II. Criterion: Organization

Policy regarding employment participation in criminal history record check program

- Roster of faculty and staff /Qualifications/Degrees
 Organizational chart of operation (attach chart)
 Job descriptions
 Employment policies
 Schedule of instruction

Faculty/Staff handbook

III. Criterion: Governance

- Charter from Department of Commerce and Consumer Affairs
- State General Excise Tax License
- Character references of owners if school is privately owned and not incorporated
- If a corporation or partnership, a copy of the Articles & By-Laws
- Board of Directors—names and qualifications
 - NA (For-Profit schools are not required to have a Board of Directors)

Does the school have adequate insurance for the following where necessary: (attach copy of insurance policy)

- 1. liability ___ Yes ___ No
- 2. errors and omissions ___ Yes ___ No ___ NA
- 3. directors and officers ___ Yes ___ No ___ NA
- 4. student accident ___ Yes ___ No

IV. Criterion: Chief Administrative Officer

Describe the Board of Directors relationship and lines of communication with administration/head of school and personnel.

Principal/Head of School _____ # of years of experience _____ # of years in position

Describe evaluation system/procedure used by the principal in the evaluation of school personnel.

V. Criterion: Instructional Plan

School Hours and Number of School Days

	<u>School Hours</u>	<u>Number of School Days</u>
Preschool	___ a.m. to ___ p.m.	_____ days
Kindergarten	___ a.m. to ___ p.m.	_____ days
Elementary	___ a.m. to ___ p.m.	_____ days
High School	___ a.m. to ___ p.m.	_____ days

Curriculum (by grade level) (if stated in any of the handbooks, state handbook and page #___)

___ Preschool	___ Grade 4	___ Grade 9
___ Kindergarten	___ Grade 5	___ Grade 10
___ Grade 1	___ Grade 6	___ Grade 11
___ Grade 2	___ Grade 7	___ Grade 12
___ Grade 3	___ Grade 8	

School Calendar

VI. Criterion: Financial Base

Tuition and Fees (if stated in any of the handbooks, state handbook and page #___)

- a. Tuition/Fees
 - b. Student loans/grants/scholarships
 - c. Refund policy
 - d. Other charges (describe) _____
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Financing of the School

- a. Annual budget report
- b. Statement of projected fiscal operating (budget) for next school year
- c. Balance sheet showing capital assets, reserves and indebtedness

Describe sources of funding

- a. Trust/endowments (if stated in any of the handbooks, state handbook and page #___)

b. Fundraising (if stated in any of the handbooks, state handbook and page #____)

VII. Criterion: Admissions

Enrollment Count: (current school year)

____	Preschool	____	Grade 4	____	Grade 9
____	Kindergarten	____	Grade 5	____	Grade 10
____	Grade 1	____	Grade 6	____	Grade 11
____	Grade 2	____	Grade 7	____	Grade 12
____	Grade 3	____	Grade 8	____	TOTAL

Student Records: (enclose sample forms **without** identifying student information)

- a. Enrollment form or contract
- b. Attendance form
- c. Report card form / format
- e. Transcript form
- f. Diploma or Certificate of Graduation
- g. Application for Admission

VIII. Criterion: Facilities

a. Facilities to support program (describe)

b. Maintenance of facilities (describe)

c. Capital improvement (describe)

IX. Criterion: Safety

Inspection Reports (enclose most recent reports)

- County Building Department Occupancy Certificate
- Fire Department Fire Safety Inspection Report
- Department of Health Sanitation Inspection Report
- Department of Transportation Safety Inspection Report (if applicable)
- Department of Human Services License Certificate (if applicable)
- Procedures for the safeguarding of faculty, staff, and student data (cyber-security)
- Emergency procedures and protocols in place for evacuations, natural disasters, and lock-down situations

Accreditation

Is the school seeking accreditation status? ___Yes ___No

Accrediting agency to be used:

If yes, year/date of visit: _____

I confirm that all applicable items on this checklist are complete.

Submitted by: _____

Date: _____

Title: _____