

ISBE USE ONLY
DATE OF SITE VISIT
RECOMMENDATION
STAFF SIGNATURE

**ILLINOIS STATE BOARD OF EDUCATION**  
 Educator and School Development Division  
 100 North First Street, E-310  
 Springfield, Illinois 62777-0001

ISBE USE ONLY
DATE TO ACCOUNTING
CHECK NUMBER
\$
ACCOUNT CODE

**APPLICATION FOR  
CHANGE OF SCHOOL LOCATION**

**Submit form in duplicate with exhibits**

**INSTRUCTIONS:** This form is to be used when making application for approval of a change of location in the school's principal location. This completed form along with attachments should be submitted with fee to: Division Administrator, Private Business and Vocational Schools, Illinois State Board of Education, 100 North First Street, E-310, Springfield, Illinois 62777-0001. The application fee of \$75.00 in the form of a certified check, cashier's check, money order or school check shall be payable to the Illinois State Board of Education.

OFFICIAL NAME OF SCHOOL

NEW ADDRESS FOR SCHOOL'S PRINCIPAL LOCATION (Street, City, State, Zip)

NEW OR UNCHANGED TELEPHONE NUMBER

SCHOOL FAX NUMBER

PROJECTED DATE OF OCCUPANCY

**SUPPORTING MATERIALS**

The following exhibits must be submitted with this application.

CHECKLIST		EXHIBITS
ISBE	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	1. Documentation from the State Fire Marshal or his designee that the facility complies with requirements for use as a school.
<input type="checkbox"/>	<input type="checkbox"/>	2. Detailed floor plan of instructional facilities, including dimensions and maximum number of students to be accommodated. Include classrooms, laboratories, shops, libraries, other instructional facilities, and physical and sanitary facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3. Any revisions in inventory which have resulted due to relocation. (Form ISBE 29-17)
<input type="checkbox"/>	<input type="checkbox"/>	4. Two copies of revised school catalog reflecting <u>all</u> changes resulting from relocation. Catalog supplements or errata sheets may be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	5. Copies of advertising and other school documents and records reflecting location change
<input type="checkbox"/>	<input type="checkbox"/>	6. Certificate of insurance as evidence of public liability coverage at new location.
<input type="checkbox"/>	<input type="checkbox"/>	7. Rider to school surety bond reflecting location change.
<input type="checkbox"/>	<input type="checkbox"/>	8. Rider to school sales representative(s) surety bond(s) reflecting change in location.

**NOTE: Upon notice of approval of the change of school location, the school will be directed to surrender the current certificate of approval for replacement.**

<p><i>Subscribed and sworn to in my presence by the affirmed</i>  on this _____ day of _____, 20____.</p> <p>_____</p> <p><i>Notary Signature Seal</i></p> <p>_____</p> <p><i>Commission Expiration Date</i></p>	<p align="center"><b>COMMITMENT FOR CHANGE OF SCHOOL LOCATION</b></p> <p><i>As Chief Managing Employee of this school, under oath, I hereby assure that the site will be operated in accordance with the school's policies and guidelines as previously submitted to the Superintendent.</i></p> <p>Submitted this _____ day of _____, 20____.</p> <p>_____</p> <p align="center"><i>Signature of Chief Managing Employee</i></p>
--	---