

## Checklist for Name or Location Change of School

Date: \_\_\_\_\_

**Current Name & Address of School:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Name & Address of School:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References: Rule 41, sections 004, 005, 006.02, & Appendix A  
(Regulations online at [www.PPCS.org](http://www.PPCS.org))

- Notify the Department of Name or Location Change (enclose letter)(006.02)
- Current fee is listed on our website at <http://www.education.ne.gov/PPCS/> for New Certificate of Authorization To Operate (006.02)
- Bond riders to reflect the change of name or location (006.02)
- Agent's Permit Application & Fee is listed on our website at <http://www.education.ne.gov/PPCS/>
- Enrollment Agreements (contracts) reflecting new name or location (006.02)
- Catalog – new, revised or supplement indicating the new name or location change (006.02)
- Advertising listing the new facility (if used) (006.02)
- Facilities & Equipment:
  - Floor Plan of New Location (004.02)
  - Description of Classroom and Equipment Used (004.02)
  - Evidence of ownership or lease of the new facility for at least one year (004.02 & 005.09H)
- School Safety Statement (004.11 & 005.09D)
- Schedule a school visit with NDE

**NOTE: All of the above must be completed , new certificates of authorization to operate and agent's permits must be issued before classes begin in the new facility.**