



# CALIFORNIA ASSOCIATION OF INDEPENDENT SCHOOLS

## NEW SCHOOL SERVICES PROGRAM APPLICATION

NAME OF SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ WEBSITE \_\_\_\_\_

DATE OF FOUNDING \_\_\_\_\_ DATE OF NON-PROFIT INCORPORATION \_\_\_\_\_

TYPE OF SCHOOL: ☐ BOARDING ☐ DAY ☐ BOYS ☐ GIRLS ☐ COED ☐ RELIGIOUSLY AFFILIATED

ENROLLMENT FOR CURRENT SCHOOL YEAR \_\_\_\_\_

### ENROLLMENT AND/OR PLANNED OPENING DATES BY GRADE

(PLEASE INDICATE ENROLLMENT FOR CURRENT YEAR AND/OR DATE OF EXPECTED OPENING)

NURSERY/PREK \_\_\_\_\_

KINDERGARTEN \_\_\_\_\_

FIRST GRADE \_\_\_\_\_

SECOND GRADE \_\_\_\_\_

THIRD GRADE \_\_\_\_\_

FOURTH GRADE \_\_\_\_\_

FIFTH GRADE \_\_\_\_\_

SIXTH GRADE \_\_\_\_\_

SEVENTH GRADE \_\_\_\_\_

EIGHTH GRADE \_\_\_\_\_

NINTH GRADE \_\_\_\_\_

TENTH GRADE \_\_\_\_\_

ELEVENTH GRADE \_\_\_\_\_

TWELFTH GRADE \_\_\_\_\_

NUMBER OF TEACHERS: \_\_\_\_\_ FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

NAME AND TITLE OF HEAD OF SCHOOL \_\_\_\_\_

HEAD'S EMAIL \_\_\_\_\_ DATE OF APPOINTMENT \_\_\_\_\_

NAME OF BOARD PRESIDENT \_\_\_\_\_

BOARD PRESIDENT EMAIL \_\_\_\_\_

TOTAL NUMBER OF BOARD MEMBERS \_\_\_\_\_ TUITION \_\_\_\_\_

% OF STUDENTS OF FINANCIAL AID \_\_\_\_\_ AMOUNT RAISED IN ANNUAL FUND \_\_\_\_\_

DIVERSITY STATS FOR STUDENTS \_\_\_\_\_

WHAT OTHER ASSOCIATIONS IS YOUR SCHOOL A MEMBER OF?

\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST THE NAMES OF THE ASSOCIATIONS THAT YOU HAVE RECEIVED ACCREDITATION FROM:

\_\_\_\_\_



## New School Services Requirements

*Based upon relevant requirements for full members adopted June 2023.*

CAIS New School Services members must be located in California and either meet, or be working toward meeting, the following requirements.

### Purpose

1. Have a clear written statement of mission and philosophy that informs institutional policies, programs, and practices
2. Be formally incorporated as a nonprofit organization—or be part of a larger organization that is incorporated in this way—which is recognized by the Internal Revenue Service as holding 501(c) (3) status
3. Be governed by an effective, legitimately constituted, and sufficiently independent governing board, whose members:
  - are obligated to avoid any conduct that is not in the best interests of the school or that may create an unlawful conflict of interest, and;
  - hold the school's institutional health and long-term survival as the board's highest priority

### Equity

4. Have inclusive, non-discriminatory policies for admission, hiring, and employment as legally required and which, even if allowed by law, do not permit discrimination based on sexual orientation
5. Provide a need-based financial aid program, open to students of all backgrounds, that actively promotes socioeconomic diversity, supported by financial resources that are commensurate with student needs and institutional capacity

### Sustainability

6. Provide for the health and safety of students and other members of the school community, including compliance with all applicable laws and regulations
7. Have a Head or Heads of School—or individuals with similar titles who serve as the school's chief executive leaders—appointed and employed by the Board (i.e., the entity directly responsible for governing the school,) who report directly to the Board, and who are fully accountable to the Board (rather than to any other entity)
8. Comply with all requirements of the CAIS accreditation process and demonstrate an ongoing commitment to school and educational program improvement

\_\_\_\_\_ complies with all CAIS Fundamental Membership Requirements.  
Name of School

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_