



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, Principals, Title I Program Administrators

From: Office of School Accountability

Date: April 22, 2022

Subject: 2022-2023 Corporation/School Profile Amendment Submission Process

In order to ensure the Indiana Department of Education (IDOE) houses accurate information, all public school corporations, charters, and non-public state accredited schools must notify the IDOE when changes are made that affect school configuration(s) prior to the beginning of the school year for which the changes will take effect.

Possible changes that must be reported include:

- Opening a new school;
- Closing a school or consolidating schools;
- Reconfiguring the grade levels of a school;
- Changing the name of a school; and
- Redistributing students due to redistricting.

All corporation amendments must be submitted to IDOE by the superintendent or their designee through the following link: <https://form.jotform.com/220834291232954>. Paper copies, emails, etc. will not be accepted. In addition to the amendment, school corporations and non-public state accredited schools must submit school board minutes indicating approval of the changes. Charter schools must submit verification from their charter authorizer that the change is approved and covered in their current charter.

The window to submit a school corporation amendment for the 2022-2023 school year is only open from Monday, May 2, through Wednesday, August 31. Submissions outside this window will not be accepted.

For school corporations that have Title I served schools, please submit the school corporation amendment before submitting the corporation's Title I application. Changes in enrollment and poverty may affect the "method to qualify" and/or the ranking of the schools. As a reminder, Title I applications are due on Friday, July 1.

As a final note, the Office of Accountability has received multiple inquiries regarding the process for starting a standalone virtual school. The process to open a virtual school is identical to the process for opening a brick-and-mortar school; simply submit a school opening request (along with supporting documentation) and indicate the school will be virtual on the Jotform.

Please contact the Office of School Accountability at schoolaccountability@doe.in.gov with any questions.