

Location / Program Number Request

Complete this form when requesting a location number for an administrative, school/program, charter school or grade configuration change for an existing location. Create a Heat ticket at: <http://selfservice.dadeschools.net> ; select Location/Educational Program Number Request from drop-down, complete required fields and attach this form as a PDF.

Note: Request for numbers requires DOE approval, which could takes 4 to 6 weeks for processing.

Requestor/Contact Person: <small>(Person requesting location #)</small>	Phone: E-mail:
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Select one:

<input type="checkbox"/>	Administrative Location Number
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<input type="checkbox"/>	MDCPS School Location Number
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<input type="checkbox"/>	Educational Program Number
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<input type="checkbox"/>	Charter School Location Number
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Reason for submission of this application form:

Long Name of Administrative / School / Educational Program (50 Character Maximum):
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Short Name of Administrative / School / Educational Program (30 Character Maximum):

Physical/Location Address:
City: State: Zip:

Phone: FAX:

Administrator / Principal's Name:

Grades Served: <input type="checkbox"/> PK <input type="checkbox"/> KG <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Adult

Region:	School Type:	Board Voting District:	Police Region:
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Approved By:	Date:
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Location / Program Number Request

Alternative School for Accountability Purposes

If applying for Alternative School/Educational Program number, please complete the following statements. This information is required by DOE for schools to be designated as an alternative school.

1. Statement of current mission:

2. Indication of whether the students receive all their instruction at the school site; and, if not, examples of their schedules.

3. Description of the targeted student population, including how the students are chosen to participate in the program.

4. Explanation of enrollment procedures.

5. Indication of whether the program/school has its own principal and staff.

6. Verification that a majority of enrolled students are at-risk or low-performing students exhibiting discipline or attendance problems.