

New School Request Form

Official School Name*	
Requested School Number (Optional)†	
Physical Address*	
Mailing Address*	
Phone Number*	
Fax Number	
School Website	
Grade Range*	
Date School Opens*	
Reason for New School	
LEA or District Name*	
Charter Schools Only: Approved District Location	

School Type (check all that apply)*	Any additional information that would enhance our understanding of why a new school needs to be created:	
<input type="checkbox"/> Alternative Facility		
<input type="checkbox"/> Private School		
<input type="checkbox"/> Virtual School		
<input type="checkbox"/> Vocational/ATC		
<input type="checkbox"/> Special Education facility		
<input type="checkbox"/> YIC Facility		
<input type="checkbox"/> Traditional School		
<input type="checkbox"/> Charter School		
<input type="checkbox"/> Other (please explain)		
	Contact Title	
	Contact Name*	
	Contact E-mail*	
	Phone Number*	
	Authorized By*	
	Signature of Authorizer*	

After completing the form, please e-mail to kristin.campbell@schools.utah.gov. For questions call Kristin Campbell at 801-538-7892.

*Indicates required text.

†While USOE will attempt to accommodate requested school numbers, we are not always able. Once a number has been assigned in CACTUS, it cannot be changed.