



# New Jersey Department of Education Nonpublic School Change Form (For schools already registered)

## Directions

The Certificate of Occupancy (CO) for your new location is required when making a change to your physical address. Include a copy of your CO along with this completed form. Email the completed form and a copy of the CO to the Office of Nonpublic School Services at [nonpublic@doe.nj.gov](mailto:nonpublic@doe.nj.gov).

In addition, email the completed form and a copy of the CO to the School Business Administrator in the public school district in which the nonpublic school is located. Contact information for the School Business Administrators can be found in the [NJ School Directory](#).

## Information Currently on File

**This section must be filled out with information we currently have on file.**

School Name:

School Code (find your 4-digit code in the NJ School Directory):

## New School Information

**Enter only the *new* information in this section.**

Effective on (MM/YYYY):

School Name:

Physical Address:

Mailing Address:

City: State: NJ Zip Code:

Telephone Number: Email:

Primary Contact Person:

Title of Position:

Public School District in which school is located:

County in which school is located:

Check the box(es) for all the grade level(s) included at this school/facility.

K 1 2 3 4 5 6 7 8 9 10 11 12

## Signature

Signature: Nonpublic School Administrator

Date (mm/dd/yyyy)