

STANDARD OPERATING PROCEDURE 4.02: OPENING ASSURANCES

July 1, 2025

A. PURPOSE

The OPENING ASSURANCES PROCESS provides for consistency in review of school documentation necessary to establish and maintain school's compliance with all applicable laws, rules, contractual obligations, academic performance measures and opening assurance guidance as prescribed by the Ohio Department of Education.

B. APPLICABILITY

The OPENING ASSURANCES PROCESS is relevant to all CSS partner schools that are sponsored by St. Aloysius and applies to all staff involved in the opening assurance visits.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: Compliance Department

Other Departments: C Suite Level Executives

D. PROCEDURE

The OPENING ASSURANCES PROCESS follows this process and timeline:

1. All opening assurances forms will be submitted to DEW via Epicenter as required by DEW. Schools that are opening for the first time or opening a new facility, or are new to St. Aloysius will complete opening assurances including on-site visits according to the timeline below.
2. All other schools will be required to submit documents required in the annual opening assurances, that will include virtual reviews, but the DEW Opening Assurance document is not required to be completed or submitted.
3. The Timeline is as follows:

May –The Compliance Department and the Legal Department will work together to prepare a list of the schools that will need to have on-site assurances completed (schools relocating, adding an annex, adding a satellite/facility and new schools opening).

May - The Compliance Department to prepare timeline, DEW provided opening assurances document, staff roster template for schools, instructions for staff to complete assurances process, and individual assignments for assurances.

May - The Compliance Department to obtain approval from C Suite Level Executives to distribute documents listed above.

May/June - Staff Training for those completing opening assurances reviews.

June – The Compliance Department communicates with the school leaders for all new schools and all schools that are adding/changing locations that will require an in-person site visit, to discuss the documents needed for opening assurances along with the timeline of those documents. A virtual meeting to review any questions shall be offered.

June – September - The Compliance Department must contact their assigned schools, and management company if appropriate, to establish a due date for all required opening assurances documents, prior to the first day of school.

For brick-and-mortar schools that are opening for the first year of operation or if the school is not an internet- or computer-based community school and it is relocating to a different building or opening a satellite location, the following timeline applies:

- a. Minimum 10 business days prior to deadline to submit - All opening assurances visits are to be conducted and documented by the Compliance Department.
 - b. Within 48 hours of all opening assurances visits - Opening Assurances are followed up on indicating any required follow-up items. Once all documents have been approved, the Compliance Department finalizes the form and logs that it was received.
 - c. Not later than 5 days prior to opening day - The Compliance Department saves the forms on the shared drive under opening assurances\SY\Review. The Compliance Department reviews the forms and verifies it against OEDS-R and makes any necessary changes. Once the form has been reviewed and verified for accuracy, the Compliance Department renames the assurance document with the naming convention that ODE specifies and saves it on the shared drive (opening assurances\SY\final. The Compliance Department logs the date the document was finalized.
 - i. The Compliance Department does final review and uploads Opening Assurances documents to DEW via Epicenter, as detailed by DEW and logs the date it was uploaded into Epicenter for new schools and
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annexes. School remodeling assurances are saved but not required to be uploaded to DEW.

- ii. Immediately after uploading to ODEW- The Compliance Department or designee will send out confirmation emails with the appropriate school's signed opening assurances attached to school leaders, management companies and boards verifying that the opening assurances have been completed and submitted on behalf of the school. The Compliance Department will indicate the date the school is permitted to open.
- iii. The Compliance Department will also notify all CSS Staff on the date that the Opening Assurance has been uploaded and provide the date that the school is permitted to begin using the facility to educate students.

For internet- or computer-based schools that are moving after their initial opening and assurances are required to be submitted to ODEW, for internet- or computer-based schools that are adding a satellite location or brick and mortar schools that are adding a facility to an existing location, the following timeline applies:

- a. Minimum 10 business days prior to deadline to submit - All opening assurances visits are to be conducted and documented by the Compliance Department.
 - b. Within 48 hours of all opening assurances visits - Opening Assurances are followed up on indicating any required follow-up items. Once all documents have been approved, the Compliance Department finalizes the form and logs that it was received.
 - c. Not later than 1 day prior to opening day - The Compliance Department saves the forms on the shared drive under opening assurances\SY\Review. The Compliance Department reviews the forms and verifies it against OEDS-R and makes any necessary changes. Once the form has been reviewed and verified for accuracy, the Compliance Department renames the assurance document with the naming convention that ODE specifies and saves it on the shared drive (opening assurances\SY\final. The Compliance Department logs the date the document was finalized.
 - i. The Compliance Department does final review and uploads Opening Assurances documents to DEW via Epicenter, as detailed by DEW and logs the date it was uploaded into Epicenter for new schools and annexes. School remodeling assurances are saved but not required to be uploaded to DEW.
 - ii. Immediately after uploading to ODEW - The Compliance Department or designee will send out confirmation emails with the appropriate school's signed opening assurances attached to school leaders, management companies and boards verifying that the opening assurances have been
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completed and submitted on behalf of the school. The Compliance Department will indicate the date the school is permitted to open.

- iii. The Compliance Department will also notify all CSS Staff on the date that the Opening Assurance has been uploaded and the date that the school is permitted to begin using the facility to educate students.

- 4. If the school does not comply with necessary requirements, if deadlines above are not met, or if the school does not have the minimum number of five (5) board members required, the C Suite Level Executives will determine the appropriate course of action. The required course of action will be communicated to the school and DEW through the C Suite Level Executives, the Legal Department or the Compliance Department depending on the issue and urgency. If all criteria are not met, the opening day may be delayed for the school. This will result in the Compliance Department verifying the number of days and hours of instruction and ensure that a revised calendar is submitted prior to the new opening date.

E. DOCUMENTATION / VERIFICATION

All opening assurances documents will be saved as final with the DEW required naming convention, as proofed and confirmed as accurate under our Shared Drive as follows:

Location of documentation:

S:\OPENING ASSURANCES

S:\ OPENING ASSURANCES\ SY\ FINAL

File Naming convention: Files will be saved according to DEW's naming convention requirements, which may change year to year.

F. GLOSSARY

Opening, assurance, new school, facility, Epicenter, staff roster, changing location, permits, visit, open, calendar.

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2026
