

NOTIFICATION OF NEW PUBLIC SCHOOL

Please fax the completed form to:

***Please note: All District changes should be submitted together at the start of each new school year.**

Attn: Kerrie Anastas
FAX #: 781-338-3220

If applicable, please circle one or more of the following characteristic choices:

Innovation School

Innovation Academy

Alternative Education School/Program

***All of the following fields are required:**

District code: 010 District name: Arlington Public Schools School Effective Date: September 1, 2018

School name: Gibbs School

School physical address: 41 Foster Street, Arlington, MA 02474

School mailing address (if different) _____

Grades offered: 6

Principal's name: Kristin L. DeFrancisco Certification #(required): 332791

Phone number: 781-316-3783 Fax number: 781-316-3717

Website: Arlington.k12.ma.us Email address: kdefrancisco@arlington.k12.ma.us

Contact name – person completing the form: Jean Zilewicz Tel. #413-530-0977

Email address: jzilewicz@arlington.k12.ma.us

Entities which are recognized by the ESE as public elementary or secondary schools have the following responsibilities:

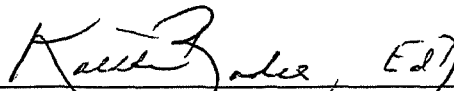
- Have an assigned principal who holds a valid Massachusetts license to serve as principal (with the exception of charter schools), is employed under an independently negotiated contract, has authority over and responsibility for all budget, personnel, educational, and operational matters at the school
- Operate at least 180 days in a school year
- Provide a minimum of 900 hours per school year of structured learning time to every student, if elementary school. Provide a minimum of 990 hours per school year of structured learning time to every student, if secondary school. (603 CMR 27.02)
- Administer the MCAS at the appropriate grade levels
- Submit all required ESE school-level data reports. The district may complete the actual submission of the report, but the data must be reported by school, for each school.

For the current school year, the required reports are:

- > Student Information Management Collection (3x/year)
- > Educator Personnel Information Management System (2x/year)
- > Student Course Schedule (2x/year)
- > School Safety and Discipline Report
- > Title I Data (Title I districts & schools only)
- > Technology Plan Update
- > Career & Technical Education Graduate Follow-up Report (as applicable)
- > Schedule 3 of the End of Year Financial Returns

****Please note that the above responsibilities may not necessarily apply to an innovation school if ESE has approved a waiver request per 603 CMR 48.03.**

Superintendent's Signature



Please remember that once a new school has been added to the directory, any subsequent changes and/or additions to the contact information must be maintained by the district.

NOTIFICATION OF PUBLIC SCHOOL INFORMATION CHANGE

Please fax the completed form to:

Attn: Kerrie Anastas
FAX #: 781-338-3220

***Fields with an asterisk are required fields for all requests.**

*Effective date for changes: September 1, 2018

*Contact name – person completing the form: Jean Zilewicz

*Tel. #: 413-530-0977

*Email address: jzilewicz@arlington.k12.ma.us

*District code:010

*District name: Arlington Public Schools

*School code: 00100410

*School name: Ottoson Middle School

School Name Change:

Previous name: _____

New name: _____

Grade Configuration Change (please provide all grades):

Previous grade configuration: 6, 7 & 8

New grade configuration: 7 & 8

Reason for grade configuration (check one or more, if applicable):

MCAS

School closing(s)

District reconfiguration

Other (provide explanation): _____

***Superintendent's Signature** _____