



Add Site Code, Change Site Name & Change Grade Span Request Form

New site codes, site name changes or grade span changes will not be issued until ALL requested documents are provided. It is much appreciated if all documents are consolidated into one email.

Please email documents to: sde.accreditation@sde.ok.gov

All updates will be issued during the open window of January 1 – August 31. The Office of Accreditation completes all requests, but changes will not be activated until July 1st when the new school year data rolls over.

- 1) On school letterhead, request new site codes, site name changes or grade span changes. State the school's name, superintendent's name, address, phone number, contact email & grades served at the site.
- 2) Signed Board/Governance minutes showing approval of new site(s) being added OR name change OR grade-span change to be made.

If a Charter School, provide additional information below:

- 3) Signed Sponsor Board minutes showing approval of the change.
- 4) Signed, current school/sponsor contract.

Oklahoma State Department of Education Use Only:

COUNTY NAME _____	COUNTY NUMBER _____
NAME OF SCHOOL DISTRICT _____	DISTRICT CODE _____
NAME OF SCHOOL SITE _____	SITE NUMBER _____
COMPLETED BY _____	DATE _____