Approval Process for the Implementation of Significant Changes to Catholic Schools

I. Proposal Phase

1. The school will submit to the Archbishop through OMCE a proposal for the change to the Catholic school in a contextual narrative that includes the history, need, and purpose of the change as it relates to the mission of the school and the Church. (A full explanation beyond the definition provided in the policy of what is included in significant change is available upon request. Examples of a significant change to an existing Catholic school may include, but is not limited to: change in location, change in grade level offerings, change in name of the school, change in curriculum (model), change in governance structure, change in accrediting agency, etc.)

   a. Requests should be made at least one school year prior to the proposed change.

   b. All relevant and known information should be included in the proposal, e.g. identified benefactors, enrollment trends, support of the parish council.

2. The Archbishop may provide approval for the significant change based on the information provided in the proposal letter.

II. Research Phase

1. Based on the scope of the change, the Archbishop may request a feasibility or impact study (see Process for the Establishment of New Catholic Schools II.1-3).

   a. If a feasibility or impact study is requested by the Archbishop or proposed by the sponsoring organization, preliminary approval of the change may be granted. The school may make public the preliminary approval if it is necessary to facilitate the feasibility or impact studies.

III. Approval Phase

1. Upon the completion of any requested studies, the sponsoring organization will submit a final proposal to the Archbishop. Once the Archbishop provides final approval, a school may publically announce the change and proceed with the change according to the approved plan.

2. OMCE, according to its capacity, is available to help any Catholic school as it considers, plans for, and researches any significant change.

IV. Additional Considerations

1. The Archbishop reserves the right to make a final determination on whether a proposed change to a Catholic school meets the criteria for a "significant change" and is thus bound by this policy.

2. School closings and consolidations will follow different processes.