



MIKE BEEBE
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

Private Schools

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review by the Division of Federal Surplus Property (DFSP). DFSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. If the applying school has any questions concerning the required documentation or the application process please feel free to call our offices at 501.835.3111.

1. Standard Eligibility Application packet with all requested information properly completed and signed by the Superintendent/Principal/equivalent. (7 pages total)
2. Narrative on Official Letterhead, that includes the following information:
 - # of students
 - Hours of school day
 - Length of term
 - Curriculum/Degrees offered
 - Any special events sponsored by the school
 - Any other information you wish to provide
3. Copy of License/Approval/Accreditation, or a letter from three different accredited schools stating they will accept your students with no loss of credit. (If accredited school is a non-profit or another private school, a copy of their accreditation will also need to be attached.)
4. Copy of Articles of Incorporation and By-laws.
5. Copy of latest financial statement.
6. Copy of 501(c)-IRS Determination letter

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records.

Applications may be submitted to DFSP via e-mail, fax, or mail.

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