**Section 1175.560 Expansion**

a) Written notice shall be given to the Division 30 days prior to any expansion of a licensed school.

b) Off-Site Classrooms

1) When the expansion will result in an off-site classroom location, a completed school application must be submitted along with:

A) A detailed 8½ x 11 inch floor plan that is:

i) drawn to scale;

ii) shows dimensions;

iii) that has all areas labeled;

iv) has all fixtures shown; and

v) demonstrates compliance with the requirements of Section 1175.505;

B) A copy of:

i) a lease showing at least a 1-year commitment to the use of the school site, the address of the school site, the name of the lessor, and the name of the lessee; or

ii) the certification of ownership of the proposed school site;

C) An official fire inspection report, from the local fire inspection authority conducted within 6 months prior to application, giving approval for use of the site as a classroom location;

D) A statement from the school owner outlining the purpose of the classroom location;

E) A listing of any and all additional teachers who will be added to the teaching staff as a result of the expansion; and

F) The required fee set forth in Section 1175.100.

2) An off-site classroom location is defined as a separate classroom, not continuously joined, that is located within 5 miles of the main school site that serves to provide adequate space in which to train an overflow of students. A clinic may not be operated at an off-site classroom location. A school may establish only 1 off-site classroom location. All identifying signs and materials must reflect the name of the main school.

c) When an on-site expansion is to accommodate an increased enrollment, a completed school application shall be submitted along with:

1) A detailed 8½ x 11 inch floor plan of the entire site that has dimensions and demonstrates meeting the requirements of Section 1175.505;

2) A statement from the school owner outlining the purpose of the expansion;

3) A listing of any and all additional teachers who will be added to the teaching staff as a result of the expansion; and

4) The required inspection fee.

d) Upon receipt of the items listed in subsections (b) and (c), the Division shall inspect the expansion site to determine compliance with this Part. If any changes affecting the items in subsections (b) and (c) are made prior to inspection, the school owner must notify the Division in writing. The site shall not be used until such inspection has occurred and the owner has received written notification of approval from the Division. Approval will be granted if all of the requirements of this Subpart E have been met.

(Source: Amended at 42 Ill. Reg. 15159, effective August 10, 2018)