



Application for a New School CDS Code

This application is to be used by local educational agencies (LEAs) to notify the California Department of Education (CDE) of the establishment of a California public school and to apply for a County-District-School (CDS) code for the newly established school. LEAs may apply for a CDS code twelve months prior to the school's opening date. To apply for a CDS code for a private school, please refer to the CDE [Filing the Private School Affidavit](#)  web page.

Prior to completing this application, please ensure that you have all of the required information and have read the [Application for a CDS Code Instructions](#) .

Complete the Application for a CDS Code by populating all of the required fields, which are denoted with an asterisk (*). Once the form is complete, select the "Submit Application" button. Upon submission of your application, you will be routed to a confirmation page and will receive a confirmation email, which will include instructions for completing the application process.

You will not be able to save this application and complete it at a later time.

School Information

1. *State Board of Education Charter or Regional Occupation Center/Program

Yes ☐ No ☐

2. *County

3. *District

4. *School

5. *School Type

6. *Educational Program

7. *Open Date

8. *Estimated Enrollment

9. *Low Grade

10. *High Grade

11. *Virtual Status

12. *Year Round

Yes ☐ No ☐

13. *Magnet

Yes ☐ No ☐

14. Email

15. Website

16. *Phone Number

17. Phone Extension

18. Fax

Education Code Authority

19. *Education Code

☐ General Authority

☐ Special Authorities (Select to expand)

You selected:

School Addresses

Physical Address

20. *Street

21. *City

22. *State

23. *Zip

24. Zip4

Mailing Address [Copy Physical Address](#)

25. Street

26. City

27. State

28. Zip

29. Zip4

Principal Information

30. *First Name

31. *Last Name

32. *Job Title

33. *Email

34. *Phone Number

35. Phone Extension

Charter School Information

36. *Charter School

Yes ☐ No ☐

Applicant's Information

This information will be used to provide you with a confirmation of the receipt of your application and for CDE staff to follow up with you regarding any questions with your application or supporting documentation.

*Applicant's Name

*Applicant's Email

By checking this box, I declare that I am acting under the direction of the district superintendent, and
☐ that the information contained herein is true and accurate.

Note:(*) are required fields.

Cancel
