



OKLAHOMA STATE
DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The State Department of Education

FROM: Stacy Eden

DATE: July 23, 2025

SUBJECT: Lindsey Nicole Henry Scholarship

Lux Christian Academy (LCA) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through Cognia and recognized by the Oklahoma Private School Accreditation Commission charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

LCA students receive a range of academic, behavioral, and health-related supports tailored to their individual needs. Academic accommodations include extended time, reduced distractions, visual aids, and modified workloads, with access to audiobooks and reading support. Instruction is differentiated through small group, one-on-one, or pull-out sessions in core subjects. Social-emotional and behavioral support is provided through positive reinforcement, quiet spaces, and behavior tracking. Classroom support includes aides, organizational tools, and visual schedules. Health accommodations cover staff-administered medications, movement or snack breaks, and other physician-recommended needs. Collaboration with outside professionals is coordinated when necessary, and strong parent partnerships are maintained through regular updates, meetings, and open communication.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – Tax Exempt Letter
- Criteria 2: Non-Discrimination – LCA Handbook
- Criteria 3: Teacher Requirement – LCA Handbook
- Criteria 4: Accreditation – Cognia Email

SE



Lux Christian Academy

Pre-K-5th

NAME OF PRIVATE SCHOOL

GRADE LEVELS

820 Irish Lane

Edmond

Ok

73003-5729

ADDRESS

CITY

STATE

ZIP + 4

405-819-1861

luxchristian.org

PHONE NUMBER

WEBSITE ADDRESS

April Williams

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

April Williams

admin@luxchristian.org

PRIVATE SCHOOL CONTACT FOR LNH

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires participating schools to be physical, brick-and-mortar institutions in Oklahoma and meet certain approval criteria. Schools must provide documentation to show they comply, which will be reviewed by the Oklahoma State Department of Education (OSDE). This documentation is often found in the school's policies or handbook. Please prepare a PDF for each item listed below to email with your application.

The OSDE will approve a private school for the scholarship program if it meets the following criteria:

- 1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the OSDE with a statement by a certified public accountant confirming that the private school is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. Proof of compliance required. Save in a PDF, and label it Criteria 1.
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. Proof of compliance required. Save in a PDF, and label it Criteria 2.
3. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. Proof of compliance required. A statement or excerpt from the school polices or handbook stating the educational requirement for the teaching staff is acceptable documentation. Save in a PDF, and label it Criteria 3.

4. The private school must meet the accreditation requirements set by the SDE or another accrediting association approved by the OSDE. **Please type the name of your accrediting agency in the box below. Save the accreditation approval letter or certificate as a PDF, and label it Criteria 4.**

Cognia is our accreditation agency.

5. The private school must be able to provide services and/or accommodations for students with disabilities. **Please describe in detail the services, programs and support you offer to students with disabilities in the box below.**

- Academic Accommodations
 - Extended time on tests and assignments
 - Preferential seating and reduced distractions
 - Use of visual aids, simplified instructions and checklists
 - Access to audiobooks or reading support
 - Modified workload when appropriate
- Small Group and Individualized Instruction
 - Pull-out or in-class academic support in reading, math, and writing
 - Differentiated instruction based on student readiness and learning style
 - One-on-one tutoring as needed
- Behavioral and Social-Emotional Support
 - Positive behavior reinforcement systems
 - Social-emotional learning (SEL) practices embedded into classroom culture
 - Breaks or quiet spaces for emotional regulation
 - Behavior tracking and parent-teacher communication
- Classroom and Instructional Support
 - Use of aides or learning coaches to support students in focus and task completion
 - Notetaking assistance or organizational support
 - Visual schedules or routines to assist transitions
- Medical and Health Accommodations
 - Staff trained to administer emergency medications (e.g., asthma inhalers, EpiPens)
 - Allowance for movement breaks, snack breaks, or other health-related needs as prescribed by a parent or physician
- External Support Coordination
 - Referrals and collaboration with outside professionals (speech therapy, OT, counseling, etc.) when needed
 - Permission for contracted providers to serve students on campus when arranged by parents
- Parent Partnership
 - Regular academic and behavioral progress updates
 - Parent-teacher meetings to review and adjust support plans
 - Open communication about student needs and growth

I verify that Lux Christian Academy complies with all the criteria listed
NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the OSDE is correct and complete to the best of my knowledge.



Digitally signed by 7d22247a-14ee-4f8b-9430-6e89d6104b3d
Date: 2025.07.21 15:21:03 -05'00'

07-21-2025

SIGNATURE

DATE

How to Submit the Private School Application to participate in the LNH Scholarship

1. Save each criterion as an individual PDF, labeling them as "Criteria 1," "Criteria 2," and so on.
2. Email the complete application, along with all required PDF attachments to stacy.eden@sde.ok.gov. You may also contact Stacy at (405) 521-4876.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

LUX CHRISTIAN ACADEMY INC
8051 N CLASSEN BLVD
OKLAHOMA CITY, OK 73114

Date:
10/13/2020
Employer ID number:
84-3399637
Person to contact:
Name: Mrs. Foote
ID number: 17243
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(ii)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
October 17, 2019
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053609012320

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Statement of Compliance with 42 U.S.C. § 2000d

Lux Christian Academy hereby certifies that it does not discriminate on the basis of race, color, or national origin in the administration of its educational programs, admissions policies, scholarship and loan programs, or any other school-administered programs, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d).

As a private educational institution located in Oklahoma, Lux Christian Academy is committed to fostering an environment of inclusivity and respect, and adheres to all applicable federal and state laws regarding non-discrimination.

Authorized Signatory:

RESERVATION OF RIGHTS

This employee handbook is intended to reflect the current Faculty and Staff practices of Lux Christian Academy; however, it is not a contract of employment. Any employment relationship at LCA is of an “at will” nature. Lux Christian Academy reserves the right to change its personnel practices and to modify this handbook at any time.

Prayer will always be at the forefront of any action when making a decision for Lux Christian Academy and its Faculty and Staff. We will ever seek God’s guidance in all that is done, and make every effort to be in full obedience to Him and His plan. Please be in continual prayer for the Lux Christian Academy Faculty, Staff, students, families and School Board, as we go through each wonderful and exciting school year together!

HUMAN RESOURCES

QUALIFICATIONS & EMPLOYMENT PROCEDURES

QUALIFICATIONS**Applicants for teaching positions should meet the following qualifications:**

1. Hold a Bachelor’s degree or higher from an accredited college or university
2. Possess a valid temporary, initial, professional, permanent, or non-tax certificate or have at least three 3 years of teaching experience in. Proof of compliance required.
3. Complete and submit a Lux Christian Academy application found on the LCA website, which includes a personal testimony, Statement of Faith, and LCA Lifestyle Statement.

Upon offer and acceptance of employment, the human resources packet must be completed and returned to the school office.

Applicants for Assistant Teachers/non-teaching Staff positions should provide the following:

1. Assistant Teachers must be enrolled in University and pursuing a degree or have 3 years in education instructing.
2. Complete and submit a Lux Christian Academy application found on the LCA website, which includes a personal testimony, Statement of Faith, and LCA Lifestyle Statement.
3. Upon offer and acceptance of employment, the human resources packet must be completed and returned to the school office.

JOB CLASSIFICATIONS

Employees of Lux Christian Academy are classified by three major categories: Executive Staff, Teaching/Office Staff, and Non-exempt Staff. This handbook applies to all three classifications. Executive Staff and Teaching/Office Staff are salaried workers. Non-exempt Staff are hourly employees.

1. Executive Administrative Staff include the Head of School, Principal, Director of Operations, Dean of Academics and Dean of Students. They shall work as specified in their individual job descriptions.
2. Faculty/Coaches receive a regular salary. Teachers shall work the hours according to the scheduled calendar days and the terms of this handbook.



Lux Christian <luxchristianokc@gmail.com>

Lux Christian Academy: Congratulations on your Cognia accreditation

Accreditation Services <accreditationservices@cognia.org>

To: "luxchristianokc@gmail.com" <luxchristianokc@gmail.com>

Cc: "luxchristianokc@gmail.com" <luxchristianokc@gmail.com>, Christina McCreary <Christina.McCreary@cognia.org>

Fri, Jun 27, 2025 at 2:16 PM

Greetings from Cognia!

We hope this email finds you and your family, your students, parents, and staff in good health. We are delighted to inform you that your institution has been awarded Accredited status by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). The three listed regional agencies provide your institution with a highly regarded accreditation that is recognized throughout the world. This action was conferred by the Cognia Global Commission on June 26, 2025.

Within 4-6 weeks of this email, you will receive an official certificate and letter of accreditation via post. In the meantime, we welcome you to verify your institution's status by visiting www.cognia.org. Please click on [FIND AN ACCREDITED SCHOOL](#) (located at the top of the page in the black bar) and enter the name of your institution as recorded with Cognia (the other fields (city and postal code) may be left blank).

To further support your celebration, we are providing you with access to the [Cognia Accreditation and Certification Recognition Kit](#), which includes a press release you may share with your local media, access to the Cognia Accreditation Seal (use of the Cognia logo is prohibited), usage guidelines, and other promotional items to display your pride and commitment to continuous improvement. Please use your Cognia login credentials for access. If you need assistance with login or access, please contact clientcare@cognia.org.

For support with your Engagement Review Report and next steps with your continuous improvement journey, please contact your [Regional Director](#). We look forward to partnering with you for many years to come.

Congratulations again and very best wishes,

Cognia Accreditation Services