



OKLAHOMA STATE  
DEPARTMENT *of* EDUCATION

**MEMORANDUM**

**TO:** The State Department of Education

**FROM:** Stacy Eden

**DATE:** March 4, 2026

**SUBJECT:** Lindsey Nicole Henry Scholarship

Mercy School Institute (MSI) 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.

Mercy School Institute implements a comprehensive Multi-Tiered Intervention System of Support (MTISS) based on a Response to Intervention (RTI) framework to address the academic and behavioral needs of students with disabilities and learning challenges. All students are screened three to four times annually using Renaissance STAR Reading, STAR Math, and NWEA MAP assessments, with results reviewed against national norms and grade-level benchmarks to identify those at risk. Students needing support receive interventions through a tiered system: Tier 1 provides differentiated, standards-based instruction; Tier 2 offers targeted small-group, evidence-based interventions with formal Student Success Plans and progress monitoring; and Tier 3 delivers intensive, individualized support with frequent data review and instructional adjustments. Interventions are research-based, fidelity is monitored, parents are included in planning, and when progress remains limited, the MTISS team may recommend a comprehensive evaluation in collaboration with parents and public school professionals. Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – CPA Statement
- Criteria 2: Non-Discrimination – Teacher Handbook
- Criteria 3: Teacher Requirement – MSI Statement
- Criteria 4: Accreditation – Cognia Certificate

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Mercy School Institute

PK-12

NAME OF PRIVATE SCHOOL

GRADE LEVELS

14001 N Harvey Ave

Edmond

OK

73013

ADDRESS

CITY

STATE

ZIP + 4

405-748-5500

www.mercyschool.com

PHONE NUMBER

WEBSITE ADDRESS

Lina Trad, Principal

Lina Trad

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Tanae Clark

tanae.clark@mercyschool.com

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

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.***

cMercy School Institute has a comprehensive Multi-Tiered Intervention System of Support (MTISS), grounded in a Response to Intervention (RTI) framework, to meet the academic and behavioral needs of students with disabilities and other learning challenges. All students participate in universal screening three to four times per year using Renaissance STAR Reading, Renaissance STAR Math, and NWEA MAP assessments. Screening data is reviewed using national norms and grade-level benchmarks to identify students at academic risk. When screening data indicates concern, the MTISS team conducts a structured problem analysis process to define observable and measurable target behaviors and identify specific skill deficits.

Students requiring additional support receive intervention through a tiered framework: Tier 1:

High-quality, standards-aligned core instruction with differentiation and classroom accommodations. Tier 2:

Targeted, small-group interventions designed to address specific skill deficits. Students receive evidence-based interventions a minimum of four days per week, approximately 30 minutes per session. A formal Student Success Plan is developed, including SMART goals, baseline data, and progress-monitoring measures. Parents are notified and included in the planning process. Tier 3:

Intensive, individualized interventions provided in smaller group or one-to-one settings. Students receive daily targeted support in addition to Tier 1 and Tier 2 instruction. Diagnostic Instructional Level Analysis is conducted when needed to identify foundational skill gaps. Intervention fidelity and progress are monitored weekly, and instructional adjustments are made using structured decision rules (4x4 data framework). Interventions are research-based and aligned to ESSA evidence standards. Fidelity monitoring procedures include intervention logs, structured observation checklists, permanent product review, and digital assessment integrity safeguards to ensure data validity. Students receiving Tier 2 or Tier 3 support have formal written Student Success Plans. When students demonstrate limited progress despite sustained, well-documented intervention, the MTISS team may recommend comprehensive psychoeducational evaluation in collaboration with parents and qualified professionals. If a student is determined eligible for special education services through the public school, Mercy School Institute reviews each case individually to determine whether appropriate supports can be provided within current staffing and resources.

I verify that Mercy School Institute 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.

Lina Trad  
SIGNATURE

03/03/2026  
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](mailto:stacy.eden@sde.ok.gov). You may also contact Stacy at (405) 521-4876.



# MERCY SCHOOL

14001 N. Harvey Ave. Edmond OK 73013 Tel: (405) 748-5500 Fax: (405) 748-5504

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To the LNH committee,

I am writing this statement at the request of Mercy School Institute to confirm their fiscal soundness in accordance with state requirements for private school participation.

## **Confirmation of Operational History**

Based on my review of the school's corporate records and historical financial filings, I can confirm that Mercy School Institute has been in continuous operation for 26 years, far exceeding the minimum one-year requirement set forth in the regulations.

## Statement of Financial Position

Furthermore, pursuant to the alternative requirements for demonstrating fiscal health, I provide the following confirmations based on the information provided to me by school management:

- Insurance: The school has provided evidence of current insurance coverage suitable for its operations and student population.
- Capital and Credit: Based on a review of the school's current accounts and lines of credit, the owner(s) possess sufficient capital to operate the school for the upcoming academic year.
- Projected Revenues: The school's budget for the upcoming year, which accounts for anticipated student enrollment and expected revenues from tuition and other sources, appears reasonable and sufficient to maintain operations.

## Conclusion

It is my professional opinion that Mercy School Institute demonstrates the fiscal soundness required to serve its students for the upcoming year.

Sincerely,

Nour Shaban, M.S., CPA  
[Nour.shaban03@gmail.com](mailto:Nour.shaban03@gmail.com)

## **DISCRIMINATION**

- MSI does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.
- MSI also does not discriminate in its hiring or employment practices.
- Procedures for filing a discrimination complaint are outlined in the student handbook and calendar.



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## **Mercy School Institute Teacher Qualification Requirements**

Mercy School is committed to providing high-quality instruction delivered by qualified educators. This policy establishes the minimum educational and professional requirements for instructional staff in compliance with applicable private school standards.

All teachers employed or contracted by Mercy School must meet at least one of the following qualifications:

1. Hold a baccalaureate (Bachelor's) degree or higher from an accredited college or university; or
2. Have a minimum of three (3) years of teaching experience in public instruction in the subject area(s) they are assigned to teach.

Prior to employment or contract execution, Mercy School shall obtain and maintain documentation verifying compliance with this policy. Acceptable documentation includes:

- Official transcripts confirming degree conferral
- Copy of diploma
- Employment verification letters confirming qualifying teaching experience
- Personnel records demonstrating subject-area teaching experience in public instruction

All documentation shall be maintained in the employee's personnel file.

Mercy School shall ensure that all instructional assignments align with the teacher's qualifications as verified at the time of hire. The school reserves the right to review and update qualification standards in alignment with state requirements and best practices.

The Principal is responsible for ensuring compliance with this policy. The Board of Directors maintains governance oversight of staff qualification standards.

