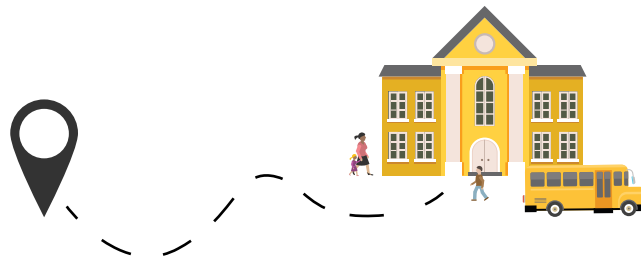




OKLAHOMA MEDICAL MARIJUANA AUTHORITY

PROOF OF DISTANCE FROM A SCHOOL

FOR DISPENSARIES



NOTE: It is the applicant's responsibility to read and follow the guidelines for proper proof of location. Medical marijuana applications not meeting the requirements may be rejected and extend the application process until all correct information is submitted.

PROOF OF DISTANCE FROM A SCHOOL

FOR DISPENSARIES

REQUIREMENTS

- Title 63 O.S. § 425(G) prohibits medical marijuana dispensaries from operating within one thousand (1,000) feet from public or private schools.
- Applicants for a dispensary license must attest and submit supporting documentation which demonstrates the premises of a potential business site will be 1,000 feet from any public or private school.
- In order to facilitate the submission of proof of this requirement, applicants for licenses may use the federal National Center for Education Statistics (NCES) interactive MapEd tool to research their proximity to a school.

For general assistance, please contact OMMA at omma@ok.gov

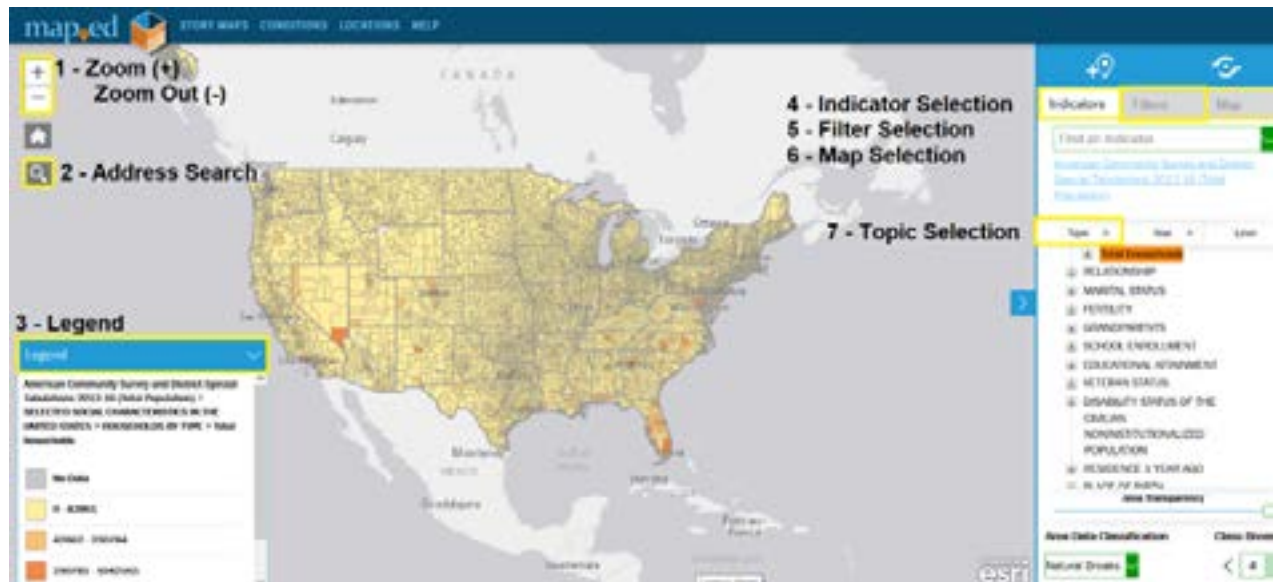
*For technical help using the system,
please refer to the [NCES web page](#).*

Disclaimer: This tool is for reference purposes and the OMMA does not assume any responsibility for technical errors, inaccuracies or other issues that may arise from its usage.

HOW TO USE THE NCES MAPED TOOL

The following instructions provide a recommended method by which a retail dispensary can determine the relative distance of their premises to public and private schools, and submit a screen capture to provide proof. The screen capture below (Figure 1) outlines the features of the MapEd tool.

Figure 1



MAPED INTERACTIVE MAP FEATURES (FIGURE 1)

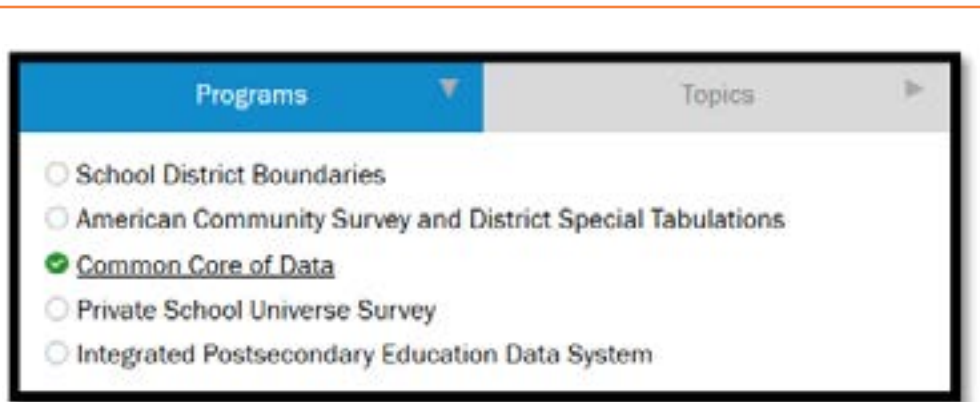
Disclaimer: This information is for reference purposes and the OMMA does not assume any responsibility for technical errors, inaccuracies or other issues that may arise from usage of the NCES MapEd.

- 1. Zoom (+):** Click here to navigate the map to a smaller area (zoom in).
- 2. Zoom (-):** Click here to navigate the map to a larger area (zoom out).
- 3. Legend:** The map will display categories for a given selection active in the "Indicator" menu on the right-hand side. This can be customized as explained below.
- 4. Indicator Selection:** Indicators are the categories of information displayed on the map. The items shown in the "Legend" (bottom left) will be highlighted in orange on the indicator menu on the right-hand side.
- 5. Filter Selection:** Filters allow for data to be limited to only the states which are selected. The entire United States will be selected the first time a user accesses the map, but users may click "Filters -> Oklahoma" to limit the data for the purpose of verifying their dispensary location.
- 6. Map Selection:** Map Selection allows for the graphic style of the map to be customized. Users may select from Satellite or other representations of the map from this menu.
- 7. Topic Selection:** Topics are the types of data that are shown on the map, which can be turned on and off. The items shown in the "Legend" (bottom left) will be highlighted in orange on the indicator menu on the right-hand side.

PUBLIC SCHOOL ATTESTATION INSTRUCTIONS

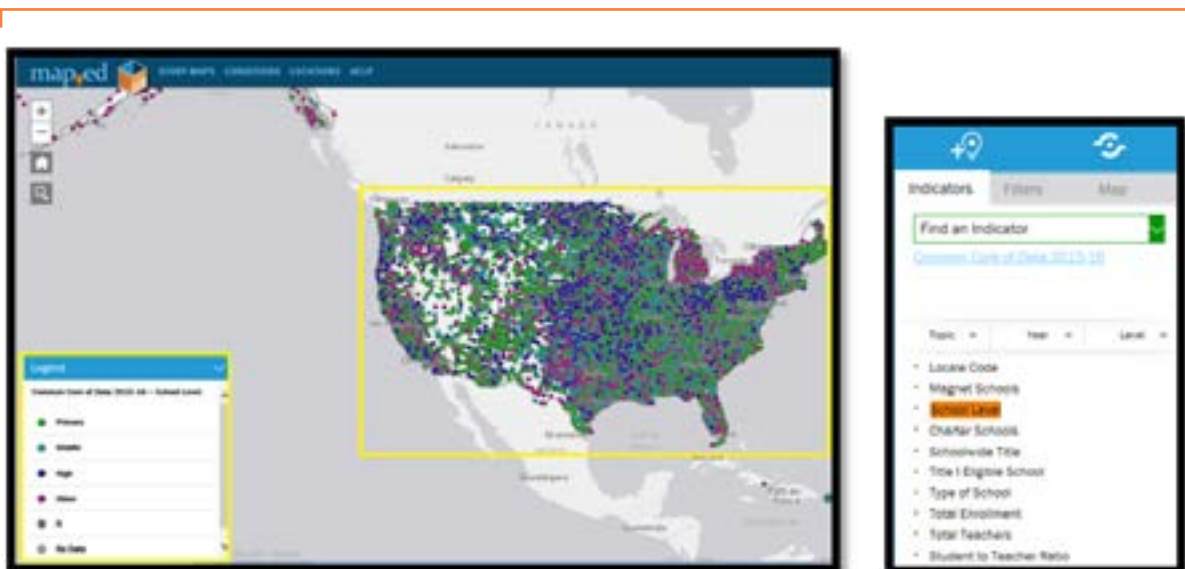
1. **Open the web browser and enter the following URL:** <https://nces.ed.gov/programs/maped/map.aspx?d=ccd>
2. The URL will open the national NCES MapEd tool (see Figure 1). Interactive features will be visible on the left and right sides of the screen.
3. On the top right side of the screen, make sure you can see the **"Indicators"** tab. Under the Indicators tab, click the **"Topic"** menu. Select the **"Program"** tab, and click **"Common Core of Data"**. This will adjust the actively displayed indicator and the look of the map (see Figure 2).

Figure 2



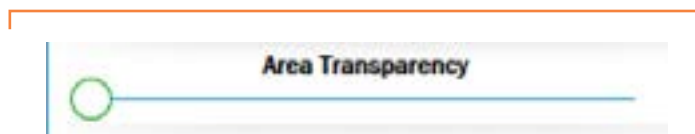
4. Under the **"Topic"** menu, there will be a bulleted list of options. Click the **"School Level"** bullet. This bullet will be highlighted in orange, indicating it is active and the map will show dots which are color-coded by school level. The map should look similar to Figure 3 below. **"Common Core of Data 2015-2016 – School Level"** should now be visible in the legend.

Figure 3



- To improve visibility of the map before zooming in, review the “**Area Transparency**” bar in the lower right side of the screen. Make sure it is set to the minimum, by clicking and dragging the circular control all the way to the left as depicted. The map should now have visible geographic features as the zoom increases (see Figure 4).

Figure 4




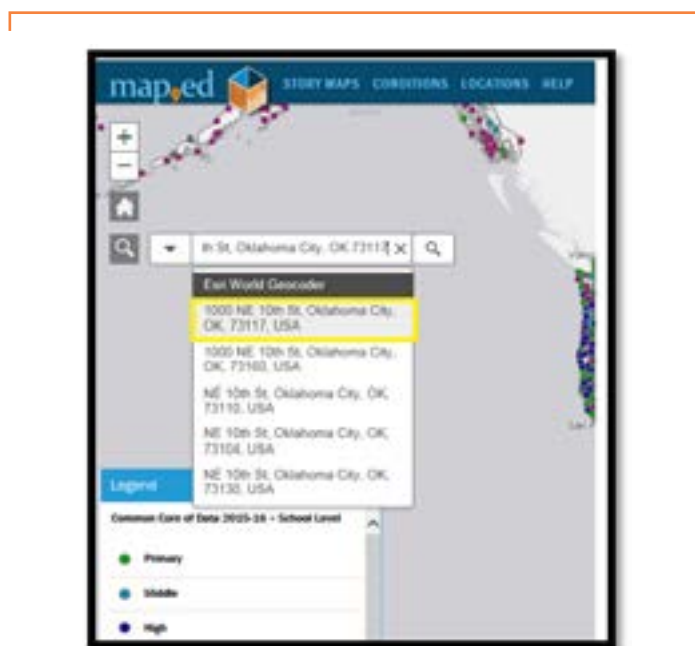
- On the upper left side of the screen, locate the “**Search**” tool.  Click on the “**Find address or place**” search bar and type the address of the potential retail dispensary location. Include city, state and zip code, if known. Figure 5 shows an example for reference. Click the magnifying glass or press enter to zoom to the address.

Figure 5



- After entering the address**, the map will zoom to a labeled marker that represents the address of the potential retail dispensary site. The scale of this level of “**zoom**” on the map will be about *1 inch = 0.1 miles (about 500 feet)**. Review the Search Result for accuracy, by checking the surrounding streets and other known features on the map that are near the Search Result marker. The placement of the point in Figure 5 is correct, based on the accurate Oklahoma City landmarks and streets. Redo Step 5 if the search result does not appear to be accurate.

**This this is a general guideline, as the MapEd Interactive map scale depends on the input of the user. In some cases, more precise resources such as GPS and other tools may confirm the exact “proximity” of a business to a school.*

8. Review the map looking for any nearby school points, which will be colored dots on the map. In this example, no school points appear to be within a 1,000 foot distance. Locations that are closer than 2 inches away from a school point, after following steps 1-6 are the most likely to be within 1,000 feet of a school. As an example, review the following NCES screen captures in figures 6 and 7:

Figure 6 - Example of NO School within 1000 Feet

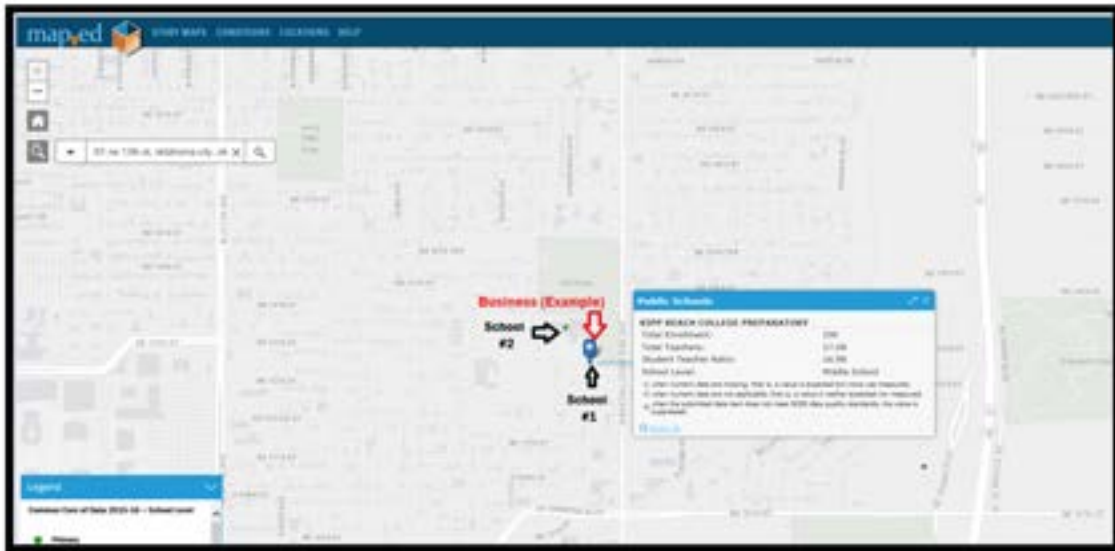


Figure 7 - Example of TWO Schools within 1000 Feet



9. Review the map looking for nearby school points, which will be smaller circles displayed on the map. Points representing schools can be clicked on for more information. Figure 7 displays an example map of a site that would be nearby (<500-1000 feet schools).

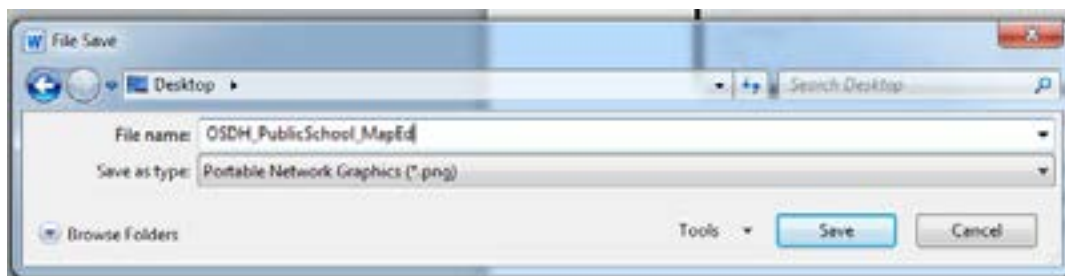
Figure 8 - Annotated Example



10. After viewing an accurate picture of a searched address and surrounding locations, use the computer's "Screen Capture" function to generate an image of the MapEd Interactive Map screen. Valid screenshots must show an accurate address marker, with an appropriate level of street-visible detail as shown in Figures 5-7.

After ensuring a clear image has been captured, save the image file to the computer as a ".jpg" or ".png" format. Name the file in a format that includes the name of the business and "Public School_MapEd" in the title.

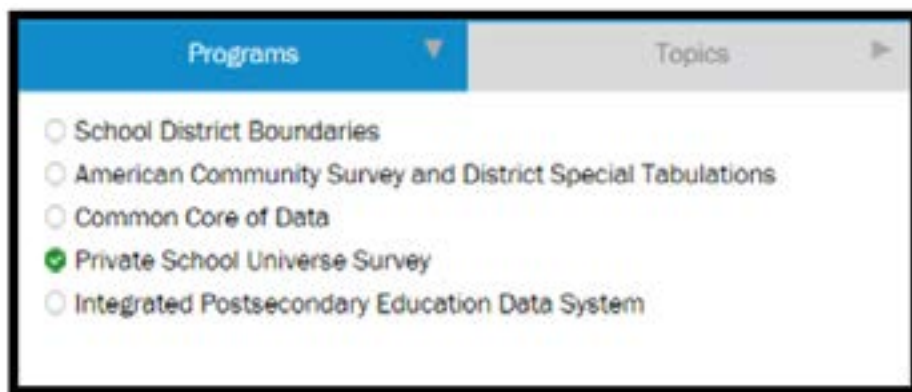
Figure 9 - OSDH Public School MapEd Example



For help with screenshots, please review the following resources:
Windows: [Copy the window or screen contents](#)
Mac: [Apple Support: How to take a screenshot on your Mac](#) Users with a mobile phone may use a similar function to capture screen contents. Refer to your mobile phone's documentation for details.

11. Upload the image to the user account in the application system.
12. Repeat steps 1 and 2, as necessary to adjust visibility settings.
13. Repeat Step 3, but change the selection in the “**Program**” tab to ensure “**Private School Universe Survey**” is checked, as shown below.

Figure 10



14. Repeat Step 4, but under the bulleted list of options, select “**Level of Instruction**”. The map should look similar to [Figure 8](#). “**Private School Universe Survey**” should now be visible in the legend.
15. Repeat Steps 5-11, noting that school locations will now reflect private schools with slightly different colored symbols.