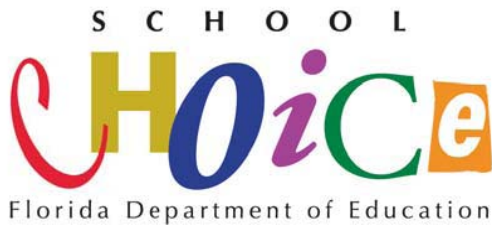


September 2007



Office of Independent Education & Parental Choice

325 West Gaines Street • Suite 522 • Tallahassee, FL • 32399-0400 • 850/245-0502 • [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)

## **Private School Newsletter**

### **Private School Annual Survey**

As the new school year begins, the Office of Independent Education and Parental Choice would like to wish you the best of luck. It is now time to submit the Private School Annual Survey for the 2007-2008 school year. Completing the Annual Survey is one of the requirements outlined in section 1002.42, Florida Statutes, which states in part:

**“Each private school shall annually execute and file a database survey form on a date designated by the Department of Education.”**

Private schools that do not fill out a current annual survey will be removed from the Private School Directory. We encourage you to complete an Annual Survey for the 2007-2008 school year and take advantage of benefits which include:

- Being listed on the [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org) website, where parents can access and view your school's information;
- Serving as the first step in applying to participate in the McKay and Corporate Tax Credit Scholarship Programs;
- Receiving timely updates on federal initiatives or changes affecting private schools;
- Allowing eligible students in your school to qualify for a Bright Future's Scholarship; and
- Getting informational updates from the Florida Department of Education on issues or requirements affecting private schools including IDEA, Title I, attendance requirements, records retention, and student immunizations.

Please visit the School Choice website at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org), click on "Private School Annual Survey" in the green section, log-in using your four-digit school code and password, and complete your Annual Survey. The surveys must then be printed, signed, notarized, and mailed to the Office of Independent Education and Parental Choice.

If you have questions or need assistance, please contact our toll-free School Choice Information Hotline at (800) 447-1636. We thank you for your cooperation.

### **Title I Technical Assistance**

The Department of Education has issued a technical assistance paper regarding – Providing Services to Eligible Private School Children. This document describes the process that Local Educational Agencies follow in receiving Title I, Part A, funds and ensuring that private school students receive equitable services. The technical assistance document is available on the School Choice website at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org). Click on [Private School Information for Administrators](#), and then click on the link for [Technical Assistance](#).

## **Voluntary Prekindergarten (VPK) – Florida Kindergarten Readiness Screener**

Attention VPK Providers: The Office of Early Learning is providing copies of the Florida Kindergarten Readiness Screener (FLKRS) brochure and poster emphasizing the responsibility of parents whose children attended VPK and enrolled in private kindergarten to have their children screened. The poster and the brochure include information regarding the kindergarten readiness screening and a toll-free number to call for additional information.

Your assistance is appreciated in ensuring that all children who participated in VPK are included in the kindergarten screening. Private schools are encouraged to make the brochure and poster available to parents and to post wherever they may be effective. To obtain copies of the brochure or poster, please contact your [Early Learning Coalition](#) or [Kenya.Roberts@fldoe.org](mailto:Kenya.Roberts@fldoe.org). The brochure and poster are also posted online at <http://www.fldoe.org/earlylearning/>.

## **Office of Instructional Technology - Technology Tool to Gauge Professional Development Needs**

As Florida educators strive to meet the NCLB goal for full integration of technology in the curriculum, many face first the task of developing the basic technology skills. With even the most basic of skills, a teacher can begin to incorporate digital technologies in both the delivery of lessons and in student activities within the classroom. Basic technology skills include the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century.

The Inventory of Teacher Technology Skills offers educators the opportunity to identify the basic skills and/or knowledge that need reinforcement through professional development activities. It can also be used as a pre and/or post test in conjunction with professional development.

Private schools have been added as their own district and all schools have been loaded into the tool. If your private school would like to use the inventory, you can begin by having someone from your school login at [www.flinnovates.org/inventory](http://www.flinnovates.org/inventory) and set up the users. To obtain login information or add a new school, please contact:

**Jenny Black**  
**Office of Instructional Technology**  
**Florida Department of Education**  
**Phone: (850) 245-9470**  
**Email: [jenny.black@fldoe.org](mailto:jenny.black@fldoe.org)**

\*Please include your school name and a contact email address in your email.

## **Closing Requirements**

Florida law requires all private schools that close to notify the Department of Education of the date of transfer of student records, the location of storage, the custodian of such records, and the number of records to be stored. It is important to comply with these requirements in order to facilitate access to academic records by former students seeking to continue their education or training after a private school has become defunct.

Section 1002.42(3)(b), Florida Statutes, states that: "all private schools that become defunct (closed) shall transfer all permanent information contained in student records to the district school superintendent of the public school district in which the private school was located; or, if the private school is a member of a private school system or association, such school may transfer such records to the principal office of such system or association, which shall constitute full compliance with this subsection. In the event that such private school system or association becomes defunct, it shall transfer all the permanent information contained in its files to the district school superintendent of the public school district in which the private school was located."