

# Checklist for Private Schools

1. Has your school submitted an Annual Private School Survey to the Department of Education? Yes  No

2. Has your chief administrative officer filed a complete set of fingerprints with the Department of Law Enforcement which is available for public inspection? Yes  No

3. Does your school maintain student records containing permanent information? Yes  No

4. Does your school maintain student records containing temporary information? Yes  No

5. Does your school maintain a register of student enrollment and daily attendance, open for inspection by the designated school representative or the district school superintendent of the district in which the school is located? Yes  No

6. Do the children attending your school maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level? Yes  No

7. Does your school require students to present a certification of a school entry health examination? Yes  No

8. Does your school require students to present a certification of immunization? Yes  No

9. Does your school possess a current semi-annual Public/Private School Inspection Report? Yes  No

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10. If your school facility possesses a well that serves 1 to 25 people, does your school possess a current and acceptable Limited Use Public/Private Drinking Water System Sanitation Survey & Inspection Report?

Yes  No

11. If your school facility possesses a well that serves more than 25 people, has your school worked with the local Department of Environmental Protection to meet their compliance regulations and received a Public Water System ID?

Yes  No

12. If your school stores, prepares, or serves food to students, does your school possess a current and satisfactory quarterly Food Service Inspection Report?

Yes  No

13. Does your school possess a current and acceptable Mandatory Measurements Nonresidential Radon Measurement Report?

Yes  No

14. Does your school facility possess a current, violation free or satisfactory Fire Code Inspection and Compliance Report?

Yes  No

**If you answered “No” to any of these questions, please review the [Detailed Requirements for Private Schools](#).**

**If you have questions, please contact:**

**Office of Independent Education and Parental Choice  
Turlington Building – Florida Department of Education  
325 W. Gaines St., Room 522  
Tallahassee, FL 32399-0400**

**Toll-Free Information Hotline: 1-800-447-1636**