

September 2013

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Contact Us

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Private School Annual Survey

The Private School Annual Survey for the 2013-2014 school year will be available September 1, 2013 on the School Choice website

at www.floridaschoolchoice.org. 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.”

We encourage you to complete the Annual Survey as soon as possible and take advantage of benefits such as:

- Being listed in the Directory of Private Schools, where parents can access and view your school's information;
- Serving as the first step in applying to participate in the McKay and Florida 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 Futures Scholarship; and
- Receiving information from the Florida Department of Education affecting private schools including IDEA, Title I, attendance requirements, record retention, and student immunizations.

The failure of any institution to submit the annual database survey form and notarized statement of compliance with the fingerprinting and criminal background provisions of Section 1002.42(c), Florida Statutes, shall be judged a misdemeanor and, upon conviction, proper authorities of such institution shall be subject to a fine not exceeding \$500.

Submission of data for a nonexistent school or an institution providing no instruction or training, the purpose of which is to defraud the public, is unlawful and the person or persons responsible commit a misdemeanor of the second degree, punishable as provided in Section 775.082, or Section 775.083, Florida Statutes. Persons owning or operating a private school found to have been convicted of a crime involving moral turpitude commit a misdemeanor of the first degree, punishable as provided in Section 775.082, or Section 775.083, Florida Statutes.

Please visit the School Choice website at www.floridaschoolchoice.org, click on "Private School Annual Survey," https://www.floridaschoolchoice.org/login/login_private_school.asp, log-in using your four-digit school code and password, and complete your Annual Survey. Your completed survey must be printed, signed,



0400

Toll-Free: 800-447-1636

Fax: 850-245-0875

E-mail:

schoolchoice@fldoe.org

On the Web

at: www.floridaschoolchoice.org

notarized, and mailed to the Office of Independent Education and Parental Choice. If you need assistance, please contact our toll-free School Choice Information Hotline at (800) 447-1636.

Department of Education Paperless Communication System



In an effort to communicate with Florida's educational community in a timely and cost efficient manner, the Department of Education developed the Paperless Communications System as a means of notifying interested parties when official correspondence is posted. By signing up for this service, you will be able to receive e-mail notices containing links to messages, reports, legislative updates, technical assistance papers and official memorandums issued by the Department. All messages will link to PDF files which may be viewed, downloaded to your computer, or printed at your discretion. Please visit <http://data.fldoe.org/communications/> to sign up for the Paperless Communications System.

Private School Closure

When a private school closes, or has no students, it is required to transfer all permanent student records to the superintendent of the public school district in which it was located. If a member of a private school system or association, the school may transfer records to the principal office of that system or association. The school should then 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 stored. The department acts as a clearinghouse and maintains a registry of transfers of student records.



It is not the intent of the Legislature to limit or restrict the use or possession of any student records while a school is operational, but 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, F.S.)**

U.S. Department of Education-Private School Universe Survey (PSS)

With increasing concern about alternatives in education, the interest and need for data on private education has also increased. The Institute of Education Sciences-National Center for Educational Statistics (NCES) has made the collection of data on private elementary and secondary schools a priority.

The purposes of this data collection activity are; a) to generate biennial data on the total number of private schools, teachers, and students; and b) to build an accurate and complete list of private schools to serve as a sampling frame for NCES surveys of private schools.

Information: <http://nces.ed.gov/surveys/pss/>

Private school search: <http://nces.ed.gov/surveys/pss/privateschoolsearch/>

Request Addition of Your

School: http://nces.ed.gov/surveys/pss/privateschoolsearch/school_requestform.asp

Immunization Requirements for Children Entering or Attending Childcare, Family Daycare, Preschool and/or School



Students in Florida public schools and private schools must meet minimum immunization requirements. Requirements are determined by grade level.

School Immunization requirements are posted at http://www.doh.state.fl.us/Disease_ctrl/immune/children/schedules/school-requirements.html.

Other helpful links:

http://www.doh.state.fl.us/Disease_ctrl/immune/resources/publications/files/school_entry_requirements_13-0305_web.pdf (English)

http://www.doh.state.fl.us/Disease_ctrl/immune/resources/publications/files/13-14-school-entry-SPN.pdf (Spanish)

http://www.doh.state.fl.us/Disease_ctrl/immune/resources/publications/files/13-14-school-entry-HC.pdf (Haitian/Creole)

http://www.doh.state.fl.us/Disease_ctrl/immune/resources/publications/files/PHASEIN13-0508.pdf (Tdap and Varicella Phase-In Schedule)

Florida KidCare

Florida KidCare is the state of Florida's health insurance program for children providing high-quality, low-cost health insurance for uninsured children under age 19. Studies show insurance coverage improves children's access to the medications and treatment they need to control

childhood illnesses and may help decrease student absences. Being in good health helps children attend school regularly, and allows them to participate in classroom and recess activities—all essential parts of succeeding in school. Children enrolled in Florida KidCare receive comprehensive health care, including doctor visits, check-ups, shots, prescriptions, vision and hearing screenings, and more. To learn more about Florida KidCare or to apply online, visit www.floridakidcare.org today!



Legislation Update: Emergency Notification and School Health

The committee substitute for Senate Bill 284 was passed in the 2013 session of the Florida Legislature, and signed into law by Governor Scott. This bill contained provisions affecting private schools.

Emergency Notification

The bill establishes a process through which a private school can register to be notified when the public school district is notified about an emergency in the local area that could threaten student safety.

The bill requires the agency responsible for notifying a school district for each type of emergency to be listed in each district school board's emergency response policy and model emergency management and emergency preparedness procedures. The emergency response agencies identified by a district school board must notify private schools within the school district of occurrences that threaten student safety if such private schools request notification of emergencies by opting into the district school board's emergency notification procedures.

For more information on the process for private schools to opt into the school district emergency notifications, please contact your school district Safe and Drug-Free Schools contact person. A list of contacts is available at: http://www.fldoe.org/safeschools/sddfs_coordinators.asp.

School Health

The bill authorizes both public and private schools to maintain a supply of epinephrine auto-injectors in a secure location for use in an emergency situation by authorized students and trained school personnel. Schools that choose to purchase and maintain a supply of epinephrine auto-injectors must adopt a protocol developed by a licensed physician for the administration of an epinephrine auto-injection by trained school personnel.

The bill also provides immunity from liability for public and private school employees and agents for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel.

The National Association of School Nurses (NASN) toolkit for food allergy and anaphylaxis is available at <http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>.

Professional development and technical assistance information is available from the Epinephrine Resource School Nurse Program at <http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/EpinephrineResourceSchoolNurseProgram>.

If you have questions regarding the epinephrine auto-injector provisions of this legislation, please contact Dianne Mennitt, school nurse consultant, at Dianne.Mennitt@fldoe.org or 850-245-7851.

Coordinated School Health Partnership

The Florida Department of Health, and the Department of Education, partner to promote a Coordinated School Health approach to assist in the development and enhancement of state, district and school-based infrastructures that protect and maintain student health and support academic achievement. The Coordinated School Health approach provides a strategy for improving the health and learning of Florida's school age children. Visit <http://www.doh.state.fl.us/Family/CSHP/index.html> for more information.

Emergency Planning

Practical tools for school emergency planning are available on the U.S. Department of Education's Readiness and Emergency Management for Schools (REMS) Technical Assistance Center website at: <http://rems.ed.gov/>. The site has links to publications and resources such as "Emergency Management Opportunities and Challenges for Non-Public Schools." The site is updated regularly and includes a wealth of information on emergency preparedness for the education community.

“Just For Parents”



The Florida Department of Education's Bureau of Family and Community Outreach is pleased to present our “Just for Parents” website. We hope that you will share this website with your friends, colleagues, schools and especially parents.

Please visit the Florida Department of Education's “Just for Parents” web page at <http://www.fldoe.org/family/>.

Florida Bright Futures

Scholarship Program

Beginning December 1, 2013, seniors may apply for Florida Bright Futures Scholarships by submitting the *2014-15 Initial Student Florida Financial Aid Application* (FFAA) online. A completed FFAA must be submitted during the last year in high school (after December 1 and prior to graduation). An FFAA provides the Florida Department of Education (FDOE), Office of Student Financial Assistance (OSFA) authorization to evaluate a student's transcript.

Transcript Data Entry for Private Schools

As of May 1, 2013, all private schools were requested to enter student transcript information via the Online Transcript and Entry Evaluation System (OTEES). **DOE/IT personnel are no longer available to transfer transcripts from Excel spreadsheets to FASTER.** We encourage schools to utilize the Training Manual for Self-Study, *Online Transcript Entry & Evaluation System for Private Schools*, found under the HELP tab at <https://www.osfaffelp.org/bfiehs/fnbtSelections.aspx>. Counselors may use their Logon ID and Password to access this secure link.

At the conclusion of the fall semester, for each senior who has submitted a FFAA, counselors must submit the student's transcript with 7th semester grades and 8th semester courses in progress to the Bright Futures evaluation system (select PRACTICE 2014 EARLY). For an official evaluation, **after all edits are completed and information is accurate**, records must be transferred to Production. Students will receive notification of their award status online one day after a transcript has been submitted to Production. Please reference OSFA Memorandum from Bright Futures dated August 6, 2013, for additional information about transcript processing for 2013-14 high school graduates.

Should you have questions regarding the FFAA, the online data entry process, or identification of your Bright Futures Scholarship Program applicants, please call our Bright Futures School Counselor line toll-free at 1-888-827-2004 (option 4).

Legislative Updates

The 2013 Legislature made changes to Bright Futures for the **initial eligibility requirements**. These changes are outlined with other changes on our website

at <http://www.FloridaStudentFinancialAid.org/ssfad/bf/newsrenew.htm>.

The 2013-14 award amounts may be viewed

at <http://www.FloridaStudentFinancialAid.org/ssfad/bf/awardamt.htm>.

Training

Access to recorded E-Learning Programs, Training Manuals for Self-Study, and Webinar registration is available in the Online Transcript Entry & Evaluation System on the Help tab

(<https://www.osfaffelp.org/bfiehs/help.aspx>). Login is required for access.

Webinars include interactive training offerings, targeted to the topics most important to counselors during the annual cycle of Bright Futures evaluations. These 30-minute sessions with a live trainer include:

- **OSFA/BF Website Overview** – Learn about all the resources available on the Bright Futures website.
- **OSFA/BF Early Evaluation Process** – Review the steps necessary for early evaluation of Bright Futures eligibility after 7th semester.

- **OSFA/BF Entering Transcript Data for Private School Counselors** – Learn how to enter student records into the Online Transcript Entry & Evaluation System.
- **OSFA/BF Florida Financial Aid Application** (begins in November) – Learn how to guide your students to proper completion of the initial state student application.
- **OSFA/BF Basics of Matching Information** (begins in November) – Diagnose and correct problems during the matching of information between the student’s record and the Florida Financial Aid Application.
- **OSFA/BF Final Evaluation Process** (begins in March) – The end of the school year is approaching, so learn how to ensure all student records are ready for evaluation before the final (8th semester) evaluation process.

Participants can attend a session more than once if they choose to repeat the training. We offer multiple training sessions August 2013 through May 2014. To attend a WebEx session, participants need to connect to the “Classroom” via a computer and the teleconference via telephone. Multiple participants can attend from one computer and a speakerphone with only one registration required.

Bright Futures Security

In order for private school students to earn a Bright Futures Scholarship, the private high school must complete the 2013-14 Annual Survey process by the School Choice Office (FLDOE) deadline. Only after a school is registered may the school request secured access to the Bright Futures Scholarship Program’s OTEES in order to submit high school students’ transcripts online for evaluation for an award.

E-mail security access requests for a Bright Futures logon to OSFASecurity@fldoe.org or call toll-free at 1-888-827-2004. The OSFA Memorandum from Bright Futures dated August 6, 2013, has additional security information.

Resources

Thank you for including Bright Futures Scholarship Program information in your student communications. Please refer students and parents to our website at www.FloridaStudentFinancialAid.org. OSFA provides a Bright Futures initial eligibility PowerPoint presentation to assist with counseling students and parents, located under the HELP tab of the Online Transcript Entry & Evaluation System website.

Contact Information: OSFA@fldoe.org or toll-free 1-888-827-2004.

National School Lunch Program

The Florida Department of Agriculture and Consumer Services, Division of Food, Nutrition and Wellness administers Child Nutrition Programs for the State of Florida. We know that good nutrition is imperative to a child's growth, development and learning. It is our vision that every child in Florida will have access to a nutritious meal full of fresh fruits and vegetables and will be educated on making healthy choices and the importance of those choices on their life.

Schools with high school grades or under that are public or private nonprofit may participate in the school lunch program. Schools that choose to take part in the lunch program receive cash subsidies and United States Department of Agriculture (USDA) foods for each meal they serve. In return, they must serve lunch meals that meet federal requirements, and they must offer free or reduced-price lunch meals to eligible children. Schools can also be reimbursed for snacks served to children through age 18 in afterschool educational or enrichment programs.



Any child at a participating school may purchase a meal through the National School Lunch Program. Currently, children from families with incomes at or below 130 percent of the poverty level are eligible for free meals. Children from families with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced-price meals for which the students can be charged no

more than 40 cents. Children from families with incomes over 185 percent of poverty pay a full price, though their meals are still subsidized to some extent. The income levels are updated by USDA effective July 1. Schools set their own prices for full-price paid meals but must operate their meal services as nonprofit programs.

For more information on the National School Lunch Program, please visit the Florida National School Lunch Program

website: <http://www.freshforfloridakids.com/Sponsors/Programs/NationalSchoolLunchandSchoolBreakfastProgram/HowtoApply.aspx>

Phone: 1-800-504-6609

Email: NSLPprospectivesponsor@freshfromflorida.com

Providing Services to Eligible Private School Children

Summary: Local Educational Agencies (LEAs) that receive Title I, Part A, funds must ensure that private school students receive equitable services.

The Department of Education has issued a technical assistance paper (DPS: 2009-060) regarding providing Services to Eligible Private School Children. This document describes the funding process, services that LEAs must provide, the process LEAs must follow, and the documentation LEAs must keep. The technical assistance paper may be viewed at: <http://info.fldoe.org/docushare/dsweb/Get/Document-5461/dps-2009-060.pdf>.

Supplemental Educational Services (SES)

The No Child Left Behind (NCLB) Act amended the Elementary and Secondary Education Act of 1965 in ways to strengthen parent involvement and choice in education. The most critical amendments focus attention and resources on improving low-performing schools and providing access for all students to high quality education. Under NCLB, when schools do not meet state targets for improving the achievement of all students, parents have better options, including the opportunity to send their child to another school. Parents whose children are enrolled in Title I schools that are identified in need of improvement, corrective action, or restructuring have the opportunity to transfer their children to a higher-performing school.

Parents of students enrolled in schools in need of improvement, corrective action, or restructuring may also have the opportunity for their children to receive supplemental educational services (SES), which are tutoring and other academic enrichment services provided outside the regular school day and designed to enable children from low-income families to reach academic proficiency. The opportunity to obtain SES is another parental choice component of NCLB and is available to eligible students who are enrolled in schools in the second year of school improvement, corrective action, or restructuring. When both options are available, parents may choose the option that most effectively meets the needs of their child.

A student is generally eligible for SES if he or she receives free or reduced-price lunch and attends a Title I school identified by the state as not meeting state targets for improving the achievement of all students for at least three consecutive years. Eligible families choose an SES provider from a list developed by the state, and school districts pay for the tutoring services.

Private schools are eligible to be SES providers. Private schools that are approved as providers of SES may only receive funding for supplemental educational services provided to public school students.

Information for potential providers: http://www.fldoe.org/flbpso/nclbchoice/ses/ses_providerinfo.asp

For information related to applications, please call (850) 245-9947.

Literacy League Podcast

Throughout the year, the Literacy League book club connects prominent authors with Florida middle school students through a podcast question-and-answer session about a featured book. To view the podcast, visit the Department's new YouTube channel at <http://www.youtube.com/user/educationfl>. For more information about the Literacy League book club, visit www.fldoe.org/literacyleague.

New Content Available on iTunes U

The Florida Department of Education has partnered with The Florida

Channel to provide new civics content including Historic Markers and Florida Facts, Florida Portraits, Florida's Attic, Great Floridians, 60 Second Civics and Florida Symbols, utilizing The Florida Channel's extensive library of public affairs programs and educational content to engage students in the workings of Florida government. To learn more or to download content from Florida on iTunes U, visit www.floridaitunesu.com.

Questions? Please contact your Regional Manager.
