

Private School Newsletter



Office of Independent Education & Parent
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Private School Annual Survey

The Private School Annual Survey for the 2014-2015 school year is available as of September 1, 2014 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

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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, 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.fl DOE.org/communications/> to sign up for the Paperless Communications System.

Updating School Information

It is very important to keep school information current in order to receive important updates and other information in a timely fashion. Additionally, the private school directory is used by the public in order to find information on private schools, and to determine which private schools are available for students throughout Florida. Inaccurate information in the directory may result in missed e-mails and phone calls from parents of prospective students and other interested parties.

Private school administrators may update contact information and other important school information at any time using their private school login and password. Updates to the private school directory are made automatically by logging in at https://www.floridaschoolchoice.org/login/login_private_school.asp and making changes on the annual survey.

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 health readiness and immunization requirements. Requirements are determined by grade level.

School immunization and readiness information is posted at: <http://www.floridahealth.gov/healthy-people-and-families/childrens-health/school-health/enrollment.html>

Please call the Department of Health, School Health Services Program,

at (850) 245-4475 for more information.

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!

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 law contains provisions affecting private schools.

Emergency Notification

Florida law 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.

Florida law 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 Schools contact person. A list of contacts is available at: <http://app1.fldoe.org/safeschools/contactDirectory/>.

School Health

Florida law 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.

Florida law 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, 2014, seniors may apply for Florida Bright Futures Scholarships, the José Martí Scholarship Challenge Grant, the Rosewood Family Scholarship, and the Scholarships for Children/Spouses of Deceased or Disabled Veterans by submitting the *2015-16 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). The application provides the Florida Department of Education (FDOE), Office of Student Financial Assistance (OSFA) authorization to evaluate a student's transcript and to gather needed certifications for an evaluation. Please encourage all

students to file the FFAA by high school graduation **even if** planning to go out of state for postsecondary study.

Bright Futures Transcript Data Entry for Private Schools

Private schools enter student transcript information via the Online Transcript and Entry Evaluation System (OTEES). Counselors may use their Logon ID and Password to access this secure link at <https://www.osfaffelp.org/bfiehs/>.

At the conclusion of the fall semester, counselors should submit the student's transcript with 7th semester grades and 8th semester courses in progress to the Bright Futures evaluation system (select PRACTICE 2015 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 8, 2014, for additional information about transcript processing for 2014-15 high school graduates. You may find this online at <http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm> behind the High Schools tab login.

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

Students who **graduate from high school mid-year** may submit a *Florida Financial Aid Application* **no later than August 31** prior to the student's graduation, to be evaluated for a Bright Futures Scholarship, and, if eligible, receive funding in the spring term following the student's high school graduation. These students will be evaluated for renewal of their scholarships at the end of their first full year (fall through spring) of funding.

Please note the *Chart of Eligibility and Award Criteria* viewable at www.FloridaStudentFinancialAid.org/SSFAD/PDF/BFEligibilityAwardChart.pdf.

This chart outlines pertinent information about test scores and service hours required for the 2014-15 high school graduates. The chart also outlines how **Gold Seal Vocational Scholars** awardees may use the scholarship at a postsecondary institution. There are restrictions to the programs of study and credit hours available. This chart also contains

basic scholarship renewal information.

Training

Please watch for further training opportunities on the Online Transcript Entry & Evaluation System at <https://www.osfaffelp.org/bfiehs/>. Your login is required for access.

Bright Futures Security

In order for private school students to earn a Bright Futures Scholarship, **the private high school must complete the 2014-15 Annual Survey** process by the **School Choice Office (FLDOE) deadline**. **After** a school is registered, the school may 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.

Resources

Thank you for including State Scholarship and Grant Programs information in your student communications. **Please refer students and parents to our website** at <http://www.FloridaStudentFinancialAid.org/SSFAD/home/uamain.htm>.

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 how to participate in the National School Lunch Program, check out our website or contact us at the phone number or email address listed below.

Website: <http://www.freshfromflorida.com/Divisions-Offices/Food-Nutrition-and-Wellness/Nutrition-Programs/National-School-Lunch-Program/Apply-to-be-a-Sponsor>

Phone:

1-800-504-6609 Ext. 7439 Brenda Dekle

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>.