

Florida Scholarship Programs Newsletter

Volume 7, Issue 3

October 2012



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Welcome

From the Office of Independent Education, welcome to the October Scholarship Programs Newsletter. This month's newsletter is full of reminders for your school as we rapidly approach a new compliance period. If you have any questions about how to update any information regarding your private school and you cannot find answers on the website, please contact your [regional manager](#).

Changing Locations?—Keep us informed!

With a new school year underway, we would like to be sure that participating private schools are aware of the requirements for maintaining compliance with scholarship program laws in the event that the school location changes.



A private school that changes location must notify the Department within 15 days after a change. However, it is important to note the distinction between **notifying the department** of your move and **maintaining compliance** with scholarship program participation requirements.

Notification

In order to notify the Department of Education of a change in physical location, a school must mail or fax an **Update Notification Form** to the Office of Independent Education and Parental Choice. This form is available when logged in as a private school on the School Choice web site. Upon receipt of the form, the school's Regional Manager will verify that the updated physical address appears in the database for the school.

Maintaining Compliance

By signing and notarizing the Scholarship Compliance Form, a private school is certifying that it is currently in compliance with all scholarship program rules and reporting requirements **and will remain in compliance** throughout the school year. Therefore, when a private school changes locations and **before** scholarship students begin attending classes at any private school's physical location where regular and direct contact occurs, the location must comply with the applicable state and local health, safety, and welfare laws, codes, and rules as required by

section 1002.421(2)(g), Florida Statutes.

The school will also need to submit the following documentation before scholarship students begin attending the new physical location:

1. Annual Survey Correction Form (signed, dated, and notarized)
2. Scholarship Compliance Correction Form (signed, dated, and notarized)
3. Copy of Private School Inspection Report (DOH Form 4030)
4. Copy of Fire Code Inspection Report
5. Copy of Nonresidential Radon Report (DOH Form 1777) – *if applicable*

Failure to maintain compliance may result in the ineligibility of the private school to participate in the scholarship programs in accordance with section 1002.421(5), Florida Statutes.

A Technical Assistance Paper entitled [Physical Location of Private Schools](#) is available on the menu bar when logged in as a private school.

Check your Contact Information



A new year often brings changes such as new staff or a new location. Incorrect contact information or typos may prevent you from receiving important scholarship program communications. Please log in to the School Choice Website and click “View School Info” to ensure your school’s **address, telephone number, fax**

number, and e-mail address are up to date. If corrections are necessary, please contact your Regional Manager as soon as possible.


Private School Employee Fingerprinting



As private schools continue to resolve compliance related issues, it is important for both renewing schools and new participants to understand the employee fingerprinting requirements. Every employee or contracted personnel with direct student contact must electronically submit a set of fingerprints through the

Florida Department of Law Enforcement (FDLE) for a state and national background screening. The screening results must be securely stored at the school’s location and be available for inspection by the Department of Education should your school be selected for a site visit.

Please note that Department of Children and Families (DCF) background checks do not meet the statutory screening requirements for participation in the state scholarship programs because DCF does not provide the results to the private school for screening against [s.435.04](#) and [1012.315, F.S.](#) Only teachers with a valid Florida teaching certificate are exempt per



[s.1002.421\(2\)\(i\), F.S.](#)

If you have any questions about these requirements, please review the related [Technical Assistance Paper](#) on the School Choice website.
