

FLORIDA DEPARTMENT OF EDUCATION

Office of Independent Education and Parental Choice



K-12 Scholarship Programs Application/Renewal Instructions

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Updated November 2024

K-12 Scholarship Programs Application/Renewal Instructions

Welcome to the instruction manual for private schools interested in participating in the state K-12 scholarship programs. These instructions are an attempt to summarize important requirements related to private schools participating in the state K-12 scholarship programs. These instructions are only a guide and all provisions in law take precedence. Private school administrators are responsible for knowledge of and compliance with the requirements outlined in sections 1002.394, 1002.395, 1002.42, and 1002.421, Florida Statutes, and 6A-6.03315, 6A-6.0952, and 6A-6.0960, Florida Administrative Code, as they relate to private schools participating in the state K-12 scholarship programs. Other statutes and rules may also apply to your school's situation.

The scholarship programs that these instructions apply to are the Florida Tax Credit Scholarship, the Family Empowerment Scholarship for Students with Unique Abilities, and the Family Empowerment Scholarship for Educational Options. The Florida Department of Education (DOE) does not administer all the aspects of these programs, but the DOE does handle the approval process for private schools interested in participating in these programs. Approval deadlines are mentioned throughout these instructions.

For the DOE's purposes, there are two categories of K-12 scholarship schools: new and renewing. If your private school is entering K-12 scholarship program participation for the first time, then you are considered to be a new scholarship school even though your school may have operated for several years. For all new scholarship schools, DOE personnel are required to conduct a site visit and your school is not eligible to receive scholarship funding until after a satisfactory site visit has been conducted. All schools new to the state K-12 scholarship programs should contact Scott Earley at scott.earley@fldoe.org. He will be your guide during the approval process and will also schedule the required site visit.

If your school already participates in at least one of the state K-12 scholarship programs or has participated in the past, then you are considered a renewing school and your contact is on the Regional Managers map.

Required School Documentation

If you are a renewing school, then you will receive a checklist from our office regarding which documents you need to provide in order to renew your scholarship participation. Please contact your Regional Manager for assistance. If your school is new to the K-12 scholarship programs, then what follows is detailed information regarding the documents to submit to Scott for review. These documents mirror what is listed on the school's online Compliance Checklist that is available via a blue tab at the top of the school's Welcome page once you are logged in as a private school.

1. Annual Survey (Attachment A)

The Annual Survey is required by law to be submitted by all private schools and is also a requirement for participation in the state K-12 scholarship programs. The survey is completed online from the School Choice website (www.floridaschoolchoice.org) by logging in as a Private School. Once the form is submitted online, it is to be printed, the affidavit signed and notarized, and mailed to the Office of Independent Education and Parental Choice to the address listed on the next page and elsewhere in these instructions.

The Annual Survey for the current school year is used for the next school year's compliance process. The survey is made available September 1 through May 1. After May 1, only new private schools have access to complete the survey.

To check your school's Annual Survey status, follow these instructions:

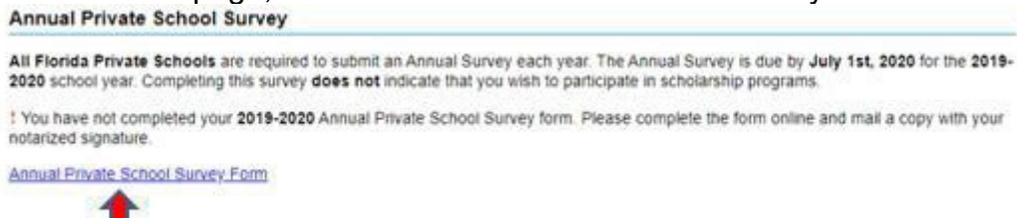
1. Sign in with your school's code and password at the following link:
https://www.floridaschoolchoice.org/login/login_private_school.asp.
2. Select the link labeled "View School Info" on the Quick Navigation bar located on the left-hand side.
3. The section labeled "Annual Survey" will list the date and time the survey was submitted online, the date an acceptable hard copy of the survey was received in the mail, and the date the survey was reviewed by office personnel.

2019 Annual Survey

Last Submitted:	Date that the survey was submitted online	02/07/2020 11:50:10 AM
Copy Received:	Date that hard copy of survey was received by mail	02/25/2020
Reviewed:	Date that the survey was reviewed by our office	03/26/2020

To submit your school's Annual Survey, follow these instructions:

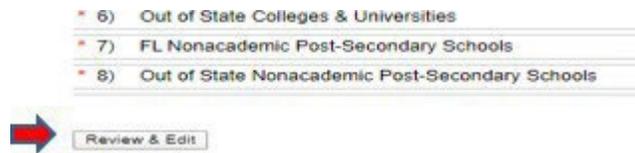
1. Sign in with your school's code and password at the following link:
https://www.floridaschoolchoice.org/login/login_private_school.asp.
2. At the Welcome page, click on "Annual Private School Survey Form."



3. When the form appears, some of the school's information will be auto-populated. Please review the auto-populated fields and if any of this information needs to be

corrected, then submit an Update Notification Form (UNF) to our office. A link to the UNF is located on the left-hand side of your School Choice website page.

4. All questions denoted by an asterisk (*) must be answered and all parts of Sections 3, 4, and 5 must be filled in with numbers. Enter "0" if the question is not applicable for your school.
5. Click on "Review and Edit" when the form is completed. This will take you to the top of the form so you can review your answers. After you have reviewed your answers, click on "Submit" at the bottom of the form and the information will be transmitted to our database. Following the transmission, the form will reappear along with an affidavit page.



6. Print the document, have the Owner/Chief Administrative Officer sign the affidavit, and have it notarized. The original affidavit and the Annual Survey are to be included in your compliance packet and mailed to:

Office of Independent Education and Parental Choice
325 West Gaines Street, Suite 1044
Tallahassee, FL 32399-0400

2. Scholarship Compliance Form (Attachment B)

A new Scholarship Compliance Form is made available online no later than December 1 of each year and must be submitted online, printed, signed, notarized, and mailed in as part of the application/renewal process. To access the form, go to the School Choice website and follow these instructions:

1. Sign in with your school's code and password at the following link:
https://www.floridaschoolchoice.org/login/login_private_school.asp.
2. At the Welcome page, select "Scholarship Compliance Form."

Scholarship Compliance Form

! You have not completed your Scholarship Compliance form for 2020-2021.

Scholarship Compliance Form Submission Guidelines:
Participating private schools must submit a Scholarship Compliance Form online and a signed, notarized hard copy must be postmarked to our office by March 1st of each school year in order to remain eligible to participate in the McKay, Florida Tax Credit, or Gardiner Scholarship Programs. Upon receipt of a Scholarship Compliance Form by March 1st, participating private schools have until May 1st to resolve any outstanding compliance issues. The Scholarship Compliance Form is available online to participating private schools by December 1st of each year.

Private schools that are not currently participating in a scholarship program may submit a Scholarship Compliance Form at any time after requesting to participate in a scholarship program. Upon receipt of a signed and notarized Scholarship Compliance Form, new private schools will have 60 days to submit all required compliance documentation. The Department will close any scholarship program application if outstanding compliance issues are not resolved within 60 days; however, the application can be reopened at the request of the private school.

If you have any questions about the process, please call the **Office of Independent Education and Parental Choice at 1-800-447-1636**.

[Scholarship Compliance Form \(From Instructions\)](#)

3. When the form appears, some of the school's information will be auto-populated. Please review the auto-populated fields and if any of this information needs to be corrected, then submit an Update Notification Form (UNF) to our office. A link to the UNF is located on the left-hand side of your School Choice website page.
4. "Click to edit" each section of the Scholarship Compliance Form.

Section 2: School Ownership, Affiliation, and Licensing (Click to edit section)

A)

B)

5. Click on "Continue" at the end of each section and the program will take you to the next section.

Section 2: School Ownership, Affiliation, and Licensing

A) School is owned by: Individual Partnership Church/Temple/Mosque Corporation

B) The school is: For-Profit Not-For-Profit

CONTINUE

6. Click on "Finish" when **ALL** sections of the form are completed, and the information will be transmitted to our database.

* Personally Known	
* Produced Identification	
* Type	

Notary Public
 State of Florida at large.
 My commission expires: _____

Notary Seal:



Note: *The Scholarship Compliance Form you complete online may not include all of the questions found on the sample Scholarship Compliance Form in Attachment B. Additional questions may appear depending on your answer(s) to certain questions.*

Note: *If a red “X” appears in the right hand margin, then the form is not complete; an answer is required for that question.*

- Print the document, have the director/principal sign the last page, and have it notarized. The original form is now ready to be mailed to:

Office of Independent Education and Parental Choice
 325 West Gaines Street, Suite 1044
 Tallahassee, FL 32399-0400

Note: *Each school location is to have its own on-site Director/Principal (listed on line 14 of the Annual Survey) who signs the Scholarship Compliance Form. Schools with multiple locations are to have a different Director/Principal for each location.*

- For renewing schools, the signed, notarized Scholarship Compliance Form must be postmarked by February 1 of each year for participation in the subsequent school year.
- For new scholarship schools, to be eligible to participate in the state K-12 scholarship programs for a given school year, our office is to receive the signed and notarized Scholarship Compliance Form no later than October 1 of that school year and all outstanding compliance issues are to be resolved no later than December 1 of that school year. A school that fails to meet these deadlines would not be able to participate in the scholarship programs until the subsequent school year. Keep in mind that the scholarship programs also have student registration and enrollment deadlines throughout the year, so it is possible for a school to get Approved after the school year has already begun, but not be eligible for full scholarship funding if these student registration and enrollment deadlines are missed.
- If any corrections need to be made to the form during the renewal process, a new original compliance form is to be signed, notarized, and mailed.

3. FDLE VECHS Program ORI Level 2 E-account Fingerprint Report (Attachments C and D)

- FDLE – Florida Department of Law Enforcement
 - VECHS – Volunteer and Employee Criminal History System (850-410-8161)
 - ORI – Originating Agency Identifier (your VECHS program number [e.g., E12345678])
 - Level 2 – Includes a national (FBI) and a state (FDLE) screening via live scan
- A. Pursuant to section 1002.421(1), Florida Statutes, each owner/chief administrative officer, all private school employees, and all contracted personnel are to submit their fingerprints to the FDLE electronically via live scan through the VECHS program for a state and national background screening. This screening should utilize the entity's FDLE VECHS E-account ORI number (e.g., E12345678). New scholarship schools should mail or fax the screening reports of the owner/CAO, each officer listed in Sunbiz (see section 9 below), and the director as part of the compliance packet. Teacher and other pertinent employee reports will be reviewed during the site visit. The FDLE does not send reports to our office, so the school is responsible to provide these for review.
- B. The basic fingerprinting process is as follows:
1. Apply for and obtain a VECHS Program ORI number from the FDLE for your entity. According to the FDLE, this process usually takes a minimum of two weeks and includes a significant amount of training for your entity. The phone number for the VECHS office is 850-410-8161.
 2. Schedule level 2 live scan screenings with your local live scan vendor using the ORI number assigned to you by the VECHS office. The VECHS office will have a list of livescan vendors in your area.
 3. Usually within 48 hours of a live scan screening, the FDLE will Secure Email you a link for access to that person's level 2 report.
 4. Print out the report to keep in your records and mail or fax a copy to the School Choice Office if the person is in an ownership, administrative, or director role for the school, including all individuals on the entity's Sunbiz Annual Report (see section 9 below).
- C. It is strongly recommended that teachers holding Florida Educator Certification resubmit their prints via VECHS as previous screening results pursuant to section 1012.32, Florida Statutes, are not provided directly to the participating private school. Results of any criminal offenses involving teachers holding Florida Educator Certification may or may not be shared by the district of certificate application to the Department of Education's Office of Professional Practices and therefore may or may not be accessible through the Bureau of Educator Certification screening tool.

- D. The screening results for non-administrative employees and contracted personnel do not have to be submitted to the School Choice Office as part of the compliance packet; however, the results should be kept on file at the school's physical location and copies made available upon request, including during a site visit. The private school is responsible for reviewing the results and identifying employee disqualifications pursuant to sections 435.04 and 1012.315, Florida Statutes. Instructions for registering with VECHS and submitting electronic fingerprints are in Attachment C; however, you can contact the FDLE for the most up to date process and pricing information.
- E. If the FBI rejects the live scan fingerprint request, then follow the instructions on the screening report provided by the FDLE. Usually, the suggestion is for the prints to be re-scanned. If the second scanning still doesn't work, then contact the FDLE for the form used to request an FBI name check of the individual. Mail or fax the name check results to the School Choice Office for review.

Note: *DCF or AHCA clearinghouse background results do not satisfy this requirement.*

Note: *Do not send your entity's FDLE VECHS User Agreement. That is between your entity and the FDLE.*

Note: *If what you are sending does not look like the example screening report shown in Attachment D, then you are not sending the correct documentation.*

4. Public/Private School Inspection Report (Attachment E)

Pursuant to section 381.006(6), Florida Statutes, your county Health Department will conduct the necessary inspection of the school's facility and provide the results on the DH 4160 form (Attachment E). Include a copy of this "Satisfactory" report with the school's compliance packet. Additionally, the Department of Education is now required to verify private school inspection reports with the Department of Health. The DOH has set up an automated email process utilizing the Environmental Health Database that shares school inspections with the DOE, but how long it takes the county office to enter the inspection into the database or how long it takes the DOH to share the inspection with the DOE may cause a delay in your school's approval.

Note: *If your school is utilizing part of a space that is also occupied by another entity, then your DH 4160 inspection is to be in your school's name, not the other entity. For example, if you are renting space in a church, then the health inspection that you provide is to contain the school's name.*

Note: *Do not send health permits or certifications. Only the DH 4160 form is accepted. If what you are sending does not look like the sample in Attachment E, then you are not sending the correct documentation.*

5. Fire Code Inspection

Pursuant to section 1002.421(1)(g), Florida Statutes, an inspection of your facility is conducted annually by your local Fire Department. There is no statewide fire inspection form, but the standards for the inspection are to be for an educational facility, private school, or life safety inspection as established by the State Fire Marshal's (SFM) office. Your school is required to submit a copy of a "Satisfactory" or "Violation Free" inspection with the school's compliance packet.

The Department of Education is now required to coordinate with the State Fire Marshal to obtain access to private school inspection reports. This is accomplished by your local fire inspector entering your school's inspection information into a statewide database called the Online Reporting System found at <https://sfm.bebr-app.com>. If your school is not listed in the database, then you should contact Jenita Zellars at the State Fire Marshal's office for assistance. Her number is 850-413-3619. Let your inspector know once your school is listed in the state fire database so that they can enter your inspection. Depending upon when the inspector enters the inspection information, this may cause a delay in your school's approval.

Note: *If your school is utilizing part of a space that is also occupied by another entity, then your fire inspection is to be in your school's name, not the other entity. For example, if you are renting space in a church, then the fire inspection that you provide is to contain the school's name.*

Note: *If you are a new school and/or moving your school to a different address, you should contact your local Fire Department to determine if a change of use is required for the new location.*

Note: *A report from your school's fire alarm and/or fire suppression system company does not meet these requirements.*

Note: *Do not send Certificates of Use, Building Permits, Certificates of Occupancy or any other non-inspection document as these do not meet the requirements.*

6. Radon Testing (Attachments F and G)

Pursuant to section 404.056, Florida Statutes, radon testing is required for specific counties within the state. Please check the list in Attachment F to see if you are in an exempt county. If your county is not listed, then radon testing is required. If your county is listed, then radon testing is not required. The test can be accomplished by:

- An independent company specializing in environmental testing

OR

- Purchasing a "Radon Testing Kit" from your local home improvement store and conducting the test yourself

All results are to be recorded on the 11/15 version of the Department of Health Form DH 1777 (Attachment G). Include a copy of the DH 1777 and a copy of the test results page(s) from the testing company with your compliance packet.

Note: *If an independent company performed the testing, then they would complete the DH 1777 and sign section 4. However, if you performed the testing, then you would complete the DH 1777 and sign section 5.*

Note: *If your school is utilizing part of a space that is also occupied by another entity, then your radon documentation is to be in your school's name, not the other entity. For example, if you are renting space in a church, then the radon documentation that you provide is to contain the school's name.*

7. Fiscal Soundness Documentation (Attachments H and I)

Per 1002.421(1)(f)1, Florida Statutes, this requirement is only applicable if your school has been in operation with the State of Florida as a private school for three school years or less. As a general rule, the original document should cover approximately \$2,000 per expected scholarship student, but nevertheless, is to meet the requirements in section 1002.421(1)(f)1, Florida Statutes.

Send one of the following original documents (not a photocopy):

- A Surety Bond (issued by an insurance company) signed by school ownership on the Principal line. (Attachment H)

OR

- An original irrevocable Letter of Credit (issued by a bank or financial institution) signed by the bank's representative. (Attachment I)

Note: *Do not send a line of credit or a statement from your bank indicating your account information and balance.*

8. Standards of Ethical Conduct (Attachment J)

Pursuant section 1002.421(1)(n), Florida Statutes, participating private schools are to adopt policies establishing standards of ethical conduct for instructional personnel, educational support employees, and school administrators. Include a copy of your school's policy in your compliance packet. Additionally, if the school has a website, then at a minimum, the reporting misconduct section of the policy must be posted on the website.

Attachment J contains a template that has been created to guide you in creating an acceptable policy. You may create your own ethics policy; however, private school standards of conduct must:

- Include a requirement for instructional personnel, educational support employees, and school administrators to complete training on the standards.
- Establish the duty to report alleged misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student.
- Establish the procedure to report alleged misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student.
- Include an explanation of the liability protections provided under sections 39.203 and 768.095, Florida Statutes.

Note: *If your policy only includes information about child abuse, but does not include information regarding instructional personnel, educational support employees, and school administrator misconduct, then the policy is incomplete. See the template in Attachment J.*

9. Ownership Documentation

Section 3 above describes the fingerprint report requirements for owners/chief administrative officers of private schools. As required in section 6A-6.03315, Florida Administrative Code, private schools new to participation in state K-12 scholarship programs must also submit documentation to verify that the fingerprint report submitted for the person that signed the Annual Survey is in fact for the school's owner/CAO. Often, this ownership documentation requirement is met by submitting a copy of your school's registration information or annual report that has been submitted to the Florida Division of Corporations' website: www.sunbiz.org. However, if the individual that signed the Annual Survey as the owner/CAO is not listed as an officer for your entity's listing in Sunbiz, then one of the officers is to provide a letter indicating that the signee is in fact operating as the Chief Administrative Officer for the school.

Keep in mind that each entity is to have its own listing in Sunbiz. For example, if you are a church that is creating a private school, then the school is to have its own listing in Sunbiz. Most of the time, this is accomplished by filing a Fictitious Name Registration with Sunbiz for the school. In this case, submit the Sunbiz information for both the church and the school for review.

Additionally, each individual that is listed on Sunbiz as an officer is required to be screened per the instructions in section 3 above, even if they are a volunteer and even if they have no contact with students.

10. Personalized Education Program (PEP) (Attachment K)

If the private school also submits a request to participate in the private school PEP Hybrid program, complete and return the application along with any associated documents. The PEP Hybrid program is for certain home education students and the school must provide a program whereby these students have regular and direct contact with qualified teachers at the physical location at least two school days per week.

Miscellaneous

- If the compliance documents that you are sending do not look like the samples provided in the attachments, then you are not sending the correct documents.
- Documents discussed in sections 1, 2 and 7 are original hard-copy documents that are to be mailed (i.e., Annual Survey, Scholarship Compliance Form, and Fiscal Soundness Document). Please mail or fax the VECHS reports. The other documents can be mailed, emailed, or faxed as desired. Of course, you are able to hand-deliver documents if that is convenient for you.
- Regarding Mailed Documents:
 - o The School Choice Office is located in the Florida Department of Education building in Tallahassee. The building is a large facility with 19 office floors.
 - o Mail never gets delivered directly to office employees as it has to be screened and processed by at least two others before being placed in an employee's inbox. As a result, it often takes at least a couple of business days for employees to actually receive documents that you have mailed, even if you pay for next-day delivery. Mail is date-stamped upon receipt.
- Regarding Day Care Facilities that are adding Kindergarten-12th grade students:
 - o No DCF or AHCA documents satisfy state K-12 scholarship requirements.
 - o Your fingerprint screenings are now to be completed through the FDLE (see Section 3 above), but this only applies to individuals involved with those students. For example, if you have a preK teacher that is not involved with K-12 students, then they do not have to be screened through the FDLE.
 - o Your county health department (not DCF) will now conduct the DH 4160 inspection of your K-12 facility (see Section 4 above).
 - o Since the K-12 educational facility requirements are different than those for day care facilities, your fire inspector may require updates to your facility.
- If any school information is changed (e.g., owner, director, school name, address), then the applicable compliance documents will need to be corrected and re-sent for review. Of course, waiting for new documents delays the school's approval.
- Schools can check whether or not our office has received the Annual Survey and/or the Scholarship Compliance Form. Log in as a private school on the School

Choice website and click on the Info tab at the top of the page. In the middle of the screen, the system will indicate whether or not and when the Annual Survey and the Scholarship Compliance Form have been received.

- Once the Scholarship Compliance Form has been received, all compliance documents will be reviewed, the online Compliance Checklist will be updated, and the school will be emailed regarding their status. The online Compliance Checklist is usually not updated until the Scholarship Compliance Form has been received and reviewed, even if you have previously sent other compliance documents. After this initial review, it is the school’s responsibility to keep up to date on any unresolved compliance issues.
- Regarding School Program Participation Status Codes: Throughout the new scholarship school approval process, the school will progress through various participation status codes. Here is a brief explanation of the general significance of each code. Exceptions will occur.

To view your online status codes, follow these instructions:

1. Sign in with your school’s code and password.
2. Select the link labeled “View School Info” on the Quick Navigation bar located on the left-hand side of your computer screen.
3. Scroll down the page to the section labeled “Program Participation”.

Program	Status	Effective
FTC	Approved	10 10 2024
FES Unique Abilities	Pending	10 10 2024
FES Educational Options	Approved Conditional	10 10 2024
PEP	Submitted Request	M D Y

Submitted Request – A new scholarship school has submitted an online request to participate in the state K-12 scholarship programs. The school is in the process of submitting the required compliance information that will be reviewed by the DOE. How long a school is in this status is largely up to the school since it is mainly dependent upon how long it takes the school to submit all the correct information.

Pending – This is used to indicate that the new scholarship school has submitted all the required documents, but the DOE is now conducting additional vetting regarding the school and its ownership. This vetting is conducted with other DOE offices and other state agencies and can take days, weeks, or months to complete depending upon the school’s situation. There is also one final supervisory review of the school’s documents. Sometimes a school’s required site visit will occur while it is in Pending status.

Approved Conditional – A new scholarship school has submitted all the required compliance documents and the DOE has completed its initial vetting process. Regarding registration and enrollment for the state scholarship programs, you will need to contact Step Up For Students and/or AAA Scholarship Foundation for assistance. This is the first status when a date will be entered and is the earliest date a school can start accruing scholarship funding. The required site visit may occur while a school is in Pending or A/C status.

Approved – The school’s site visit has been completed and any issues have been resolved. The new scholarship school is now eligible to receive any owed scholarship payments and the school can enroll all scholarship students.

- Regarding Deadlines:

- Getting the compliance documents to office personnel for review is only the first step and does not necessarily mean that you have met a deadline. The documents still have to be reviewed and additional information may need to be submitted or corrected. The earlier your documents are submitted to the School Choice Office the better.
- Many of the steps in the compliance process depend upon other agencies and offices for assistance, not only on your end, but also on our end. There are always unforeseen delays, so it cannot be stressed enough to submit your documents well before any deadline.

Mail your compliance documents to the following address:

Office of Independent Education and Parental Choice
325 West Gaines Street, Suite 1044
Tallahassee, FL 32399-0400

Email: schoolchoice@fldoe.org

Phone: 850-245-0502

Toll Free: 1-800-447-1636

Fax: 850-245-0875

ATTACHMENT A
Office of Independent Education & Parental
Choice
2023-2024 Private School Annual Survey



School Name: **DOEADMIN (9999)**

Program/Status: FES UA: SUBMITTED REQUEST

HOPE: NON-RENEWAL FTC: NON-RENEWAL FES EO: NON-RENEWAL

School District: ALACHUA Address: 325 W GAINES ST.

City, State, Zip: TALLAHASSEE, FL 99999

Owner/Chief Administrative Officer: VIRGINIA GENTLES

I hereby attest that as owner and/or chief administrative officer of the above named-school I have met the fingerprint requirements of section 1002.42 (2)(c), Florida Statutes.

Signature: _____ Name (Print): _____

Sworn and subscribed before me this _____ day of _____, 20__.

Notary Public,
State of Florida
(Signature): _____

Notary's Name

(Print): _____

Personally Known: _____ Produced
Identification: _____ Type: _____

Notary Public
State of Florida at large.
My commission expires: _____

Notary Seal:

Private School Annual Survey

DOEADMIN

2023-2024 Private School Annual Survey - Status: COMPLETE REVISED

* Required Fields

Section 1: General Information	
* 1) School Name	Doeadmin
* 2) School Code	9999
* 3) District	Alachua
* 4) Date School Established	1/1/2005
* 5) Physical Address (no P.O. box)	325 W Gaines St. Suite 1044
* 6) City, State, Zip	Tallahassee FL 99999
7) Mailing Address (if different)	Xcvbxcv1234
8) Mailing Address City, State, Zip	Vnbxvnx FL 22222
* 9) School Phone (xxx) xxx-xxxx	(222) 222-2222 Ext.
10) Secondary Phone (xxx) xxx-xxxx	Ext.
* 11) School Fax (xxx) xxx-xxxx	(777) 444-9999
12) School Web site (e.g., http://www.floridaschoolchoice.org)	http://www.floridaschoolchoice.org
* 13) Owner/Chief Administrative Officer(first name, last name)	Virginia Gentles
* 14) School Director/Principal(first name, last name)	Aimee Test
* 15) School Director/Principal E-mail	kate.goff@fldoe.org
16) School Contact Person (if different from director)	School Choice
17) School Contact E-mail	schoolchoice@fldoe.org
Section 2: Program Information	
* 1) Select the lowest grade for which instruction is provided.	KG
* 2) select the highest grade for which instruction is provided.	08
* 3) Enter the number of days for the academic year.	180
* 4) Is your school a Military School?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* 5) Is your school a Religious School?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6) If you answered Yes to Question 5, please indicate the Denomination.	EPISCOPALIAN

* 7) Students Boys Girls Co-Ed

* 8) Program Types

Correspondence Home-based Pre-K Special
 Exceptional Hospital Regular Virtual

* 9) Is this school a nonprofit organization? Yes No

* 10) Does this school have classes exclusively for children with disabilities? Yes No

* 11) Does this school offer exceptional student education services and other related services? Yes No

12) If you answered yes to question 10, please select disabilities served and services offered (check all that apply):

Autism Spectrum Disorder Gifted Other Health Impaired
 Deaf Or Hard Of Hearing Hospital/Homebound Physical Therapy
 Developmentally Delayed Intellectual Disability Specific Learning Disability
 Dual-Sensory Impaired Language Impaired Speech Impaired
 Emotional/Behavioral Disability Occupational Therapy Traumatic Brain Injured
 Established Conditions Orthopedically Impaired Visually Impaired

Section 3: Student Information * INCLUDE FLORIDA RESIDENT STUDENTS ONLY*****

Enter the number of students enrolled for the current academic year. If none, enter "0".

* 1) Pre-K	<input type="text" value="0"/>	* 8) Grade 6	<input type="text" value="4"/>
* 2) Kindergarten	<input type="text" value="5"/>	* 9) Grade 7	<input type="text" value="5"/>
* 3) Grade 1	<input type="text" value="5"/>	* 10) Grade 8	<input type="text" value="5"/>
* 4) Grade 2	<input type="text" value="5"/>	* 11) Grade 9	<input type="text" value="5"/>
* 5) Grade 3	<input type="text" value="5"/>	* 12) Grade 10	<input type="text" value="5"/>
* 6) Grade 4	<input type="text" value="5"/>	* 13) Grade 11	<input type="text" value="5"/>
* 7) Grade 5	<input type="text" value="5"/>	* 14) Grade 12	<input type="text" value="5"/>
		15) Total	<input type="text" value="64"/> Total

Race and Ethnicity Breakdown of Students:

Ethnicity

1) Students of Hispanic/Latino Origin

Race

1) American Indian or Alaska Native

2) Asian

3) Black or African American

4) Native Hawaiian or other Pacific Islander

5) White

Of your total students how many are enrolled in:

* 1) Exceptional Student Education

* 2) Career Education

Of your total Florida students how many are:

* 1) Male	<input type="text" value="32"/>
* 2) Female	<input type="text" value="30"/>

Section 4: Teacher Information

Enter the number of teachers/administrators for current academic year. If none, enter "0".
Count each employee only once, even if they serve in multiple roles.

* 1) Pre-K	<input type="text" value="0"/>	* 6) Librarians/Media Specialists	<input type="text" value="4"/>
* 2) Kindergarten	<input type="text" value="2"/>	* 7) Guidance Counselors	<input type="text" value="2"/>
* 3) Grades 1-5	<input type="text" value="2"/>	* 8) Administrators	<input type="text" value="2"/>
* 4) Grades 6-8	<input type="text" value="2"/>	9) Total	<input type="text" value="18"/> Total
* 5) Grades 9-12	<input type="text" value="2"/>		

Section 5: Graduate Information *** INCLUDE FLORIDA RESIDENT STUDENTS ONLY***

Enter the number of high school graduates from last spring now, and the number of students attending the following types of institutions. If none, enter "0".

* 1) Total Number of Florida Graduates Last Spring	<input type="text" value="0"/>
* 2) FL Public Community Colleges	<input type="text" value="1"/>
* 3) FL Private Junior Colleges	<input type="text" value="1"/>
* 4) FL Public Universities	<input type="text" value="1"/>
* 6) Out of State Colleges & Universities	<input type="text" value="1"/>
* 7) FL Nonacademic Post-Secondary Schools	<input type="text" value="0"/>
* 8) Out of State Nonacademic Post-Secondary Schools	<input type="text" value="0"/>

Section 6: Assurance of Compliance with Section 553.865

Private schools must comply with all applicable requirements of Section 553.865, F.S., pertaining to the use of restrooms and changing facilities by males or females, based on biological sex at birth, including the subsections that require the following:

- That restrooms are designated for exclusive use by males or females, as defined by Section 553.865(3), F.S., or that there is a unisex restroom;
- That changing facilities are designated for exclusive use by males or females, as defined by Section 553.865(3), F.S., or that there is a unisex changing facility;
- That the student code of conduct has been updated according to Section 553.865(9)(a), F.S.;
- That the private school has established procedures for employees according to Section 553.865(9)(d), F.S., and
- Instructional personnel and administrative personnel as described in Section 1012.01(2)-(3), F.S., or the equivalent of such personnel for a private school, who violate any provision of Section 553.865, F.S., commit a violation of the Principles of Professional Conduct for the Education Profession under Rule 6A-10.081, F.A.C.

By submitting this application, and signing to attestation referenced at the top of this application, the school is providing an assurance that it is fully compliant with Section 553.865, F.S.

ATTACHMENT B

Section 1: Program Participation

Participating school year:	
School is a new participant or a renewing participant:	
Current scholarship program(s):	

Section 2: School Ownership, Affiliation, and Licensing

A)	* School is owned by:	
B)	* The school is:	
C)	If the answer to A is "Corporation", does your school have a current Certificate of Status* as required by section 607.0128 or 617.0128, Florida Statutes (F.S.) or an approved charter as required by section 623.03, F.S.? *(Document issued by the Department of State when the school applies to become a corporation)	

Section 3: Financial Solvency

A)	* Pursuant to section 1002.421(1)(f)1., F.S., has the school been in operation for at least 3 years?	
B)	* If you answered "No" to Item A, has a letter of credit or surety bond been supplied to the Department of Education for an amount equal to the scholarship funding amount for any quarter?	
C)	* If your school receives more than \$250,000 in funds from scholarships awarded under Chapter 1002, F.S., in a state fiscal year, does your school contract with an independent certified accountant to perform the agreed upon procedures developed under section 1002.395(6)(q), F.S., and produce and submit a report in accordance with section 1002.421(1)(q), F.S.?	

Section 4: School Administration

A)	* Has each Owner, Operator, and Chief Administrative Officer undergone a Level 2 background screening through the Florida Department of Law Enforcement and submitted the results to the Florida Department of Education in accordance with section 1002.421(1)(p), F.S.? (Reports must be filed with the private school)	
B)	* In accordance with section 1002.421(1)(p)6., F.S., does your school have a process for notifying the parent of each scholarship recipient at least 30 days before a transfer of private school ownership occurs?	
C)	* Have all employees and contracted personnel with direct student contact submitted their fingerprints to the Florida Department of Law Enforcement for state and national background screening in accordance with section 1002.421(1)(m), F.S.?	
D)	* In accordance with section 1002.421(1)(m), F.S., does the school deny employment to or terminate an employee with direct student contact if he or she fails to meet the background screening standards under section 435.04, F.S.?	

E)	* In accordance with section 1002.421(1)(m), F.S., does the school disqualify instructional personnel and school administrators from employment in any position that allows direct contact with students if the personnel or administrators are ineligible under section 435.40, F.S.?	
F)	<p>* As required by section 1002.421(1)(n), F.S., has the school adopted policies establishing standards of ethical conduct for instructional personnel, educational support employees, and school administrators that include the following?</p> <ul style="list-style-type: none"> • A requirement to complete training on the standards • A duty to report, and procedures for reporting, alleged misconduct by other instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student <p>An explanation of the liability protections provided under sections 39.203 and 768.095, F.S.</p>	
G)	* Before employing a person in any position that allows direct contact with students, does the school conduct employment history checks of each of the person's previous employers, screen the person through use of the educator screening tools, and document the findings in accordance with section 1002.421(1)(o), F.S.?	
H)	* In accordance with section 1002.421(1)(n), F.S., does the school prohibit confidentiality agreements regarding instructional personnel or school administrators who are terminated, dismissed, or resign based on misconduct and prohibit the provision of employment references without disclosing the misconduct?	
I)	<p>* In compliance with section 1002.421(1)(o), and 1002.421(1)(r), F.S., does the school:</p> <ul style="list-style-type: none"> • Prohibit employment of any person whose educator certificate is revoked, who is barred from reapplying for an educator certificate, or who is on the disqualification list maintained by the Department of Education pursuant to section 1001.10(4)(b), F.S.? • Prohibit education support employees, instructional personnel, and school administrators from employment in any position that requires direct contact with students if the personnel or administrators are ineligible for such employment pursuant to sections 1002.421(1)(r), or 1012.315, F.S. or have been terminated or resigned in lieu of termination for sexual misconduct with a student? 	

Section 5: School Staffing

A)	<p>* In compliance with section 1002.421(1)(h), F.S., do all of the teachers that your school employs or contracts with meet one of the following requirements:</p> <ul style="list-style-type: none"> • 3 or more years of public and/or private school teaching • Special skills, knowledge, or expertise that qualifies them to provide instruction in subjects taught • Baccalaureate Degree or higher 	
B)	* Does the school have a Re-employment Assistance account with the Department of Revenue, in accordance with Chapter 443, F.S.?	
C)	* Does the school employ 4 or more persons (instructional and non-instructional)?	
D)	* If the school employs 4 or more persons, does the school have a policy for Workers' Compensation, in accordance with section 440.10, F.S.?	
	Workers Compensation Policy Number:	
	Workers Compensation Carrier:	
E)	* If the answer to D is "No", does the school have a DWC 250 Exemption Form?	

Section 6: School Program

A)	* Does the school comply with anti-discrimination provisions of 42 U.S.C. section 2000d that prohibit discrimination on the basis of race, color, or national origin in accordance with section 1002.421(1)(a), F.S.?
B)	* Does the school demonstrate academic accountability pursuant to section 1002.421(1)(j), F.S., by publishing on the school's website, or provide in written format, information for parents regarding the school, including, but not limited to, programs, services, and the qualifications of classroom teachers?
C)	* Does the school demonstrate academic accountability to the parent in accordance with section 1002.421(1)(k), F.S., by providing the parent a written explanation of the student's progress on a quarterly basis and cooperating with the scholarship student whose parent chooses to have the student participate in the statewide assessments pursuant to section 1008.22, F.S.?
D)	* Does the school demonstrate academic accountability pursuant to sections 1002.394(9)(c)1 and 1002.395(8)(c)1, F.S., by administering or making provisions for scholarship students to take a state assessment pursuant to section 1008.22, F.S., or a nationally norm-referenced test identified by the Department of Education and report scores to the student's parent and, pursuant to sections 1002.394(9)(c)1 and 1002.395(8)(c), F.S., the State University selected in section 1002.395(9)(f), F.S.?
E)	* In accordance with section 1002.421(1)(f), F.S., does your school require the parent to restrictively endorse the scholarship warrant or approve a funds transfer before any funds are deposited for a student, whichever may apply?
F)	* Does the school have a physical location where each scholarship students regularly attend classes in accordance with section 1002.421(1)(i), F.S.?
G)	* Does the school employ or contract with teachers who have regular and direct contact with scholarship students at the school's physical location as required by section 1002.421(1)(i), F.S.?
H)	* Does the school offer a program of instruction sufficient to allow students who maintain regular attendance to meet the minimum compulsory attendance requirements in State Board of Education Rule 6A-1.09512, Florida Administrative Code, of at least 170 actual school days and 540 net instructional hours for students in kindergarten, 720 net instructional hours for students in grades 1-3, and 900 net instructional hours for students in grades 4-12?

Section 7: Student Health, Safety, and Welfare

A)	* Does the school complete and maintain Student Health Examination documentation (Department of Health Form DH 3040, other certification or valid exemption) for each child upon admittance to kindergarten or initial entrance into school in Florida, in accordance with section 1003.22(1), F.S., and State Board of Education Rule 6A-6.024, Florida Administrative Code?
B)	* Does the school complete and maintain a Florida Certification of Immunization (Department of Health Form DH 680) or valid Exemption from Immunization documentation for each child, in accordance with section 1003.22(4), F.S., and State Department of Health Rule 64D- 3.046, Florida Administrative Code?
C)	* If the school enrolls kindergarten or 7th grade students, does the school complete an Immunization Annual Report of Compliance for Kindergarten and Seventh Grades (Department of Health Form DH 684), in accordance with section 1003.22(8), F.S., and State Department of Health Rule 64D-3.046(3), Florida Administrative Code?
D)	* If the school enrolls 6th grade students, does the school provide for appropriate screening of students for scoliosis, in accordance with section 1003.22(4), F.S., and State Department of Health Rule 64F-6.003, Florida Administrative Code?

E)	<p>* In accordance with section 1006.061(1), F.S., has the school posted a notice that all employees have a duty to report all actual or suspected cases of child abuse, abandonment, or neglect; have immunity from liability if they report; and have a duty to comply with child protective investigations? Has the aforementioned information been posted on the school's website (if applicable)?</p>	
F)	<p>* In accordance with section 1006.061(2), F.S., has the school posted the following in a prominent place?</p> <ol style="list-style-type: none"> 1. Policies and procedures for reporting misconduct by instructional personnel, school administrators, or school administrators which affects the health, safety, or welfare of a student; 2. The contact person to whom a report is made; and 3. The penalties imposed on educational support employees, instructional personnel, or school administrators who fail to report suspected or actual child abuse or alleged misconduct by other educational support employees, instructional personnel, or school administrators. <p>Has the following information been posted on the school's website (if applicable)?</p> <ol style="list-style-type: none"> 1. Policies and procedures for reporting misconduct by educational support employees, instructional personnel, or school administrators which affects the health, safety, or welfare of a student; 2. The contact person to whom a report is made; and 3. The penalties imposed on educational support employees, instructional personnel, or school administrators who fail to report suspected or actual child abuse or alleged misconduct by other educational support employees, instructional personnel, or school administrators. 	
G)	<p>* In accordance with section 1006.061(4), F.S., has the school posted in a clearly visible location in a public area of the school that is readily accessible to and widely used by students an 11 by 17 inch sign, produced in large print in both English and Spanish, located at student eye level that contains the following:</p> <ol style="list-style-type: none"> 1. The statewide toll-free telephone number of the central abuse hotline; 2. Instructions to call 9-1-1 for emergencies; and 3. Directions for accessing the Department of Children and Families' website for more information on reporting abuse, abandonment, neglect, and exploitation. 4. Directions for accessing the Department of Education's website for more information on reporting acts that violate s. 800.101, F.S. 	

Section 8: Student Records

A)	<p>* Does the school maintain student records containing permanent information as defined in section 1002.42(3)(a)2.a., F.S., to include: student's full name; authenticated birth date, place of birth, race, and sex; last known address of student; names of student's parents; name and location of last school attended; number of days present and absent; date enrolled; date withdrawn; courses taken and record of achievement; and date of graduation or program achievement?</p>	
B)	<p>* Does the school maintain student records containing temporary information as defined in section 1002.42(3)(a)2.b., F.S., to include at minimum: health information, standardized test scores, honors and activities, personal attributes, work experience, teacher and counselor comments, and special reports?</p>	

C) * Does the school maintain a register of student enrollment and daily attendance, open for the inspection by the designated school representative or the district school superintendent of the district in which the school is located, as required in section 1003.23(2), F.S.?

Section 9: School Facility

A) * Does the school facility meet the prescribed minimum requirements and standards of sanitation and safety for K-12 private schools, in accordance with section 381.006(6), F.S., and State Department of Education Rule 6A-2.0040, Florida Administrative Code?

B) * If the school facility possesses a well, is it licensed or permitted pursuant to the Florida Safe Drinking Water Act or section 381.0062, F.S., as applicable?

C) * If the school facility stores, prepares, or serves food to students, does the school possess a current, food service establishment sanitation certificate in accordance with State Department of Health Rule 64E-11.013, Florida Administrative Code, and section 381.0072, F.S.?

D) * If the school facility is located in a [non-exempt county](#), does the school possess a current and acceptable Mandatory Measurements Nonresidential Radon Measurement Report (Department of Health Form DH 1777), in accordance with section 404.056, F.S., and State Department of Health Rule 64E-5.1208, Florida Administrative Code?

E) * Does the school facility possess a current, violation free or satisfactory Fire Code inspection and compliance report in accordance with section 1002.421(1)(g)1., F.S., Chapter 69A-60, Florida Administrative Code, and county and/or municipal ordinance?

F) * If students are transported to and from the school facility by a schoolowned vehicle or vehicles, does the school possess a current policy for Auto Liability in accordance with section 316.615, F.S.?

Auto Liability Policy Number:

Auto Liability Carrier:

Submission of Scholarship Compliance Form

(The signed, notarized form must be received by February 1 of each year for the upcoming school year for renewing schools.)

I have read the applicable scholarship program rules and understand that by signing this form I am certifying that the school is currently in compliance and agrees to remain in compliance with all scholarship program rules and reporting requirements. If at any point, the school is not in compliance with scholarship rules, or if there is a change in the status of any reporting requirement, the school will have 15 days to notify the Department of Education and will provide all information necessary to document its continued compliance with program rules and requirements.

I understand that in answering "No" to any requirement in Section 9: School Facility, the provision of a reason for answering "No" shall not make the school compliant with the reporting requirement and will be considered an outstanding compliance issue for resolution as described in State Board of Education Rules 6A-6.03315, 6A-6.0960, and 6A-6.0952, Florida Administrative Code.

By signing below, I hereby certify compliance with all relevant state laws including the requirement for all private school employees and contracted personnel with direct student contact to have undergone a background screening pursuant to section 943.0542, Florida Statutes.

* School Name

* School Director/Principal

* Signature

* Name (Print)

ATTACHMENT C

Private School Fingerprinting Process

Section 1002.421, Florida Statutes, requires each private school owner or operator as well as all employees and contracted personnel with direct student contact to undergo a state and national background screening by filing a complete set of fingerprints with the Florida Department of Law Enforcement (FDLE).

The term "owner or operator" means an owner, operator, superintendent, or principal of, or a person with equivalent decision making authority over, a private school participating in a scholarship program. An "employee or contracted personnel with direct student contact" means any employee or contracted personnel who has unsupervised access to a scholarship student for whom the private school is responsible.

In order for your private school to receive background screening results, you must register with the Volunteer & Employee Criminal History System (VECHS) at the FDLE and become a "qualified entity" and be assigned an ORI number. A qualified entity is an organization (public, private, for profit, or non-profit) that provides some type of "care" or care placement services to children, the elderly, or the disabled, even if only as a limited part of the entity's overall business.

QUALIFIED ENTITY APPLICATION PROCESS

Prospective VECHS entities can obtain a VECHS application via the FDLE website and submit it to FDLEVECHS@fdle.state.fl.us to begin the application process. Detailed instructions, fingerprinting locations, and links to the required application and user agreement are available on the FDLE website at:

<http://www.fdle.state.fl.us/Background-Checks/VECHS-Home>.

QUESTIONS?

Answers to frequently asked questions on the VECHS program are provided on the FDLE website. Please contact the FDLE and view their website for more information:

<http://www.fdle.state.fl.us/Background-Checks/VECHS-FAQs>

Phone: (850) 410 - 8161

Email: FDLEVECHS@fdle.state.fl.us

ATTACHMENT D

FDLE Information Notification Service

Subject : *Results of check for*

***** Applicant Information As Submitted In Transaction *****

Applicant SSN:
Applicant Name:
Applicant Alias Name(s):
Applicant Race:
Applicant Sex:
Applicant Birthdate:
Applicant Address:
Applicant Place of Birth:
Applicant Eye Color:
Applicant Hair Color:
Applicant Height:
Applicant Weight

Submitted ATN:
Submitted OCA:
Submitted MNU 1:
Submitted MNU 2:
Submitted MNU 3:
Submitted MNU 4:
Submitted OCP:
Submitted TSR:
Submitted DPR:

Customer ORI Number: **E**
Customer Name: VECHS (R) -

Livescan Device Number:
Livescan Device Owner:

TCN:

***** Florida Criminal History Record Response Listed Below*****

There Was NO Florida Criminal History Record Identified.

***** National/FBI Criminal History Record Response Listed Below*****

There Was NO National/FBI Criminal History Record Identified.

ATTACHMENT E

STATE OF FLORIDA DEPARTMENT OF
HEALTH COUNTY HEALTH
DEPARTMENT PRIVATE SCHOOL

INSPECTION REPORT

1 of 2



Facility Information Section

Satisfactory

Permit Number: [[-[[-[[[[[[[[[
Type:
Owner:
Person In Charge:

Inspection Results Information Section

Purpose: PreOpening	Begin Time:	Correct By: None
Inspection Date: [/[/[/[[[End Time:	Re-Inspection Date: None

Additional Information Section

CENSUS	[[[
FEMALES	[[[
MALES	xxx

As per section 120.695, Florida Statutes (FS) this form will serve as a "Notice of Non-Compliance" for any violation noted. Items marked below violate one or more of the requirements of Chapter 6A-2.0040 Florida Administrative Code (FAC). Sanitation Standards in K-12 Private Schools and section 443. Florida Building Code (FBC), Schools, Colleges, and Universities. Violations must be corrected within the time period indicated in the results section above. Continued operation of this facility without making these corrections is a violation of section 6A-2.0040, FAC, and section 443 FBC. Failure to correct violations in the time frame specified may result in enforcement action being initiated by the Department of Health.

Violation Markings Section

SCHOOL SANITATION	IN	13. Disinfectants	SAFETY
IN 1. School Site	IN	14. Handwashing Facilities	IN 25. First Aid Kit
NA 2. Playground	IN	15. Soap Dispensers	DIAPER CHANGING STATION
IN 3. Athletic Equipment	NA	16. Showers	NA 26. Location
BUILDING	NA	17. Shower Water Temp	NA 27. Changing Table & Mat
IN 4. Construction	WATER SUPPLY		NA 28. Handsink
IN 5. Maintenance & Repair	IN	18. Approved Source	NA 29. Sanitizers/Garbage Can
IN 6. Lighting Standards	IN	19. Drinking Fountains	ANIMAL HEALTH AND SAFETY
IN 7. Heating, Ventilation, A/C	LIQUID WASTE		NA 30. Vaccination
NA 8. Natural Ventilation	IN	20. Sewage Disposal	NA 31. Animal Maintenance/Aggressive animals
IN 9. Mechanical Ventilation	IN	21. Solid Waste	DORM/RESIDENTIAL FACILITIES
SANITARY FACILITIES	PEST CONTROL		NA 32. Maintenance/Complaints
IN 10. Provided/Accessible	IN	22. Pest Control	NA 33. Other
IN 11. Toilet Floor Drains	IN	23. Brush/Trash	
IN 12. Toilet Facilities	IN	24. Water Collection/Drainage	

General Comments Section

NO VIOLATIONS OBSERVED. APPROVED FOR OPENING.

ATTACHMENT F

Mandatory Radon Testing Requirement for Large Buildings

The following counties are currently **exempt** from mandatory radon testing:

Baker
Bay
Bradford
Clay
Collier
Escambia
Flagler
Franklin
Glades
Hendry
Lafayette
Lake

Lee
Monroe

Okeechobee
Orange
Santa Rosa
Wakulla
Washington

RADON TESTING IS REQUIRED IN ALL OTHER COUNTIES.

More information on the radon testing requirement is available on the Department of Health website:

<https://www.floridahealth.gov/environmental-health/radon/mandatory-testing.html>

ATTACHMENT G

Bureau of Environmental Health Radon Program

Mandatory Measurements

NONRESIDENTIAL RADON MEASUREMENT REPORT

FOR BUILDINGS OTHER THAN SINGLE OR MULTI FAMILY DWELLING

Page ____ of ____



Facility Information:

SECTION 1: FACILITY AND OWNER INFORMATION

Owner Information:

Facility Name (as licensed, registered, or listed with state)

Name of Owner

Street Address

City County Zip

City State Zip

Name of Contact Person

City () Phone Number

Title () Phone Number

Facility type as licensed or registered (Submit individual facilities separate. I.E. A Day Care and School at the same place):

Assisted Living Facility (previously ACLF)
Alcohol, Drug Abuse or Mental Health

Hospitals (Acute Care, Physical Rehab., Psychiatric, or Intensive Residential Treatment)

Correctional Facility or Jail

Nursing Home/Skilled Nursing Facility

Day Care Center (pre kindergarden)

Public School (K-12)

Delinquency Program (Ex: Start Center, Training School)

Private School (K-12)

OTHER (specify) _____

SECTION 2: BUILDING INFORMATION

Building Name or ID Number (If Applicable)

Street Address of Building (If Different From Facility Site)

Buildings per address ____; Building No. ____ of ____ requiring testing.

Number of measurements required in this building during this testing period: ____ initial or 5 year retest, ____ follow-up

Cumulative number of measurements reported for this testing period: ____ initial or 5 year retest, ____ follow-up

____ No. of Stories, ____ No. of Stories Occupied, ____ Age of Building in Years (or year built)

CHECK ALL THAT APPLY

Foundation/Floor

Floored Basement

Year Built ____

Bare Earth

No. of Stories ____ -

System:

Basement

No. Stories occupied

Slab

Other (specify) _____

Crawlspace

SECTION 3: RESULTS

Measurement Type: Initial or 5 Year Retest, Follow-up Dates
of Measurement: FROM / / TO / /

Name of Person who performed Measurement (Placed Device)				Certificate No. (If Applicable)	
<u>Story</u>	<u>Room</u>	<u>Result</u>	<u>Units[†]</u>	<u>Device[‡]</u>	<u>Time in Hours</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

[†] P for pCi/L or W for WL

[‡] AC-Activated Carbon Adsorption, AT-Alpha Track, CR-Continuous Radon Monitor, CW-Continuous Working Level Monitor, EL-Electret Ion Chamber Long Term, ES-Electret Ion Chamber Short Term, LS- Liquid Scintillation, RP-RPISU, UT-Unfiltered Alpha Track

SECTION 4

COMPLETE ONLY IF MEASUREMENTS ARE PERFORMED BY A RADON MEASUREMENT BUSINESS

_____ Name of Business and Cert. No.	_____ Name of Specialist and Cert. No.
_____ Signature of Specialist	

SECTION 5

COMPLETE ONLY IF MEASUREMENTS ARE PERFORMED BY STAFF EMPLOYED BY THE FACILITY

I hereby certify that the Radon measurements reported herein have been performed in accordance with Chapter 64E-5, Florida Administrative Code, and Chapter 404, Florida Statutes.

_____ Authorized Representative of Facility	_____ Date
--	---------------

Upon completion of this form, **send to:**
 Department of Health
 Bureau of Environmental Health / Radon Program
 4052 Bald Cypress Way, Bin #A08
 Tallahassee, FL 32399-1720
 You may scan the report and email it to RadonReports@FLhealth.gov

For assistance in completing this form call 1-800-543-8279

ATTACHMENT H
State of Florida
PRIVATE EDUCATIONAL INSTITUTION BOND

Bond No. (To be Assigned by Surety)

Know All Men By These Presents, that we _____
(Principal)

located at _____
(Address of Principal)

as Principal and _____, a corporation of the State of _____
(Surety Company)

lawfully doing business in the State of Florida, as Surety, are held and firmly bound unto the State of Florida for the use and benefit of any person or governmental subdivision of the State of Florida which may suffer expense or damages through the breach of this bond in the penal sum of \$ _____ for which sum well and truly to be paid to the State of Florida, its certain attorneys or assigns, any student or enrollee or his or her parent or guardian, or class thereof, said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Whereas, the above bounden Principal, a "private educational institution", desires to operate its institution at the above stated location as authorized by and in conformity with the provisions of the Florida Statute and all rules and regulations promulgated by the Department of Education thereunder, and

Whereas, said "Florida K-20 Education Code" requires the filing of a blanket bond in the penal sum of \$ _____ (as determined by the formula in F.S. 1002.421) before a 'Certificate of Authorization' can be issued to the institution.

Now, Therefore, The Condition Of This Obligation is that if neither the Florida K-20 Education Code nor any rule or regulation adopted pursuant thereto shall be violated by the institution or any of its officers, agents, or employees, or if the parties shall promptly pay all damages or expenses which the State, or any governmental subdivision thereof, or any person may sustain resulting from any such violation, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

1. The aggregate Liability of the Surety shall not exceed the sum amount of the required bond on all breaches of the condition of the bond by the institution and its officers, agents, or employees, nor shall the penal sum of the bond be considered cumulative from year to year.
2. The Surety shall have the right to cancel this bond at any time by written notice, stating when the cancellation shall take effect and served or by registered mail to the Office of Independent Education and Parental Choice at least thirty (30) days prior to the date that the cancellation becomes effective, but said Surety so filing said notice shall not be discharged from any liability already accrued under this bond or which shall accrue hereunder before the expiration of said thirty (30) day period.
3. Without limiting the effect of any other provision herein which is not in conflict therewith, this bond is to be construed as a statutory bond under the provision of F.S. 1002.421, the Florida K-20 Education Code.

Signed and sealed this _____ day of _____ 20_____

Attest

(Witness)

(Witness)

(Witness)

(Seal)

By _____
(Principal)

(Surety)

By _____

**ATTACHMENT I
LETTER OF CREDIT**

IRREVOCABLE LETTER OF CREDIT NO. _____

ISSUE DATED: _____ (MM/DD/YY) _____ EXPIRY

DATE: _____ (MM/DD/YY) _____

BENEFICIARY:

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE 325 WEST
GAINES STREET, SUITE 1044
TALLAHASSEE, FL 32399
APPLICANT:

(SCHOOL NAME)

WE HEREBY ESTABLISH OUR IRREVOCABLE LETTER OF CREDIT NO. _____ IN YOUR FAVOR FOR THE
ACCOUNT OF _____ (SCHOOL NAME) _____, AVAILABLE BY YOUR DRAFTS ON US
PAYABLE AT SIGHT FOR ANY SUM OF MONEY NOT TO EXCEED A TOTAL OF _____ (DOLLAR AMOUNT REQUIRED), THEN
ACCOMPANIED BY THIS IRREVOCABLE LETTER OF CREDIT AND THE FOLLOWING DOCUMENTS:

1. BENEFICIARY'S STATEMENT CERTIFYING THAT INVOICE TO _____ (SCHOOL
NAME) _____ REMAIN OUTSTANDING AND UNPAID.

2. COPY OF INVOICE(S), DATED ON OR AFTER THE ISSUE DATE OF THIS LETTER OF
CREDIT.

PARTIAL AND MULTIPLE DRAWING PERMITTED.

THIS IRREVOCABLE LETTER OF CREDIT SHALL BE VALID UNTIL _____ (MM/DD/YY) _____ AND SHALL THEREAFTER
BE AUTOMATICALLY RENEWED FOR SUCCESSIVE 1 YEAR PERIODS, WITHOUT AMENDMENT, UPON THE ANNIVERSARY OF ITS
ISSUE, UNLESS AT LEAST 60 DAYS PRIOR TO SUCH ANNIVERSARY DATE WE NOTIFY YOU IN WRITING BY REGISTERED MAIL,
RETURN RECEIPT REQUESTED OR COURIER SERVICE THAT WE ELECT NOT TO SO RENEW THIS CREDIT. UPON RECEIPT BY YOU OF
SUCH NOTICE, YOU MAY ELECT TO DRAW HEREUNDER UP TO THE AGGREGATE OUTSTANDING BALANCE.

ALL DRAFTS DRAWN UNDER THIS CREDIT MUST STATE, "DRAWN UNDER _____ (SCHOOL'S
BANK) _____ IRREVOCABLE LETTER OF CREDIT NO. _____ DATED _____ (MM/DD/YY)."

THE ORIGINAL IRREVOCABLE LETTER OF CREDIT MUST BE PRESENTED WITH ANY DRAWING SO THAT DRAWING CAN BE
ENDORSED ON THE REVERSE THEREOF.

EXCEPT SO FAR AS OTHERWISE EXPRESSLY STATED, THIS IRREVOCABLE LETTER OF CREDIT IS SUBJECT TO THE "UNIFORM
CUSTOMERS AND PRACTICE FOR DOCUMENTARY CREDITS (1993 REVISION), INTERNATIONAL CHAMBERS OF COMMERCE
BROCHURE NO. 500."

WE HEREBY ENGAGE WITH BONA FIDE HOLDERS, ENDORSERS AND DRAWERS OF SUCH DRAFTS DRAWN UNDER AND IN
COMPLIANCE WITH THE TERMS OF THIS CREDIT THAT SUCH DRAFTS WILL BE DULY HONORED UPON DUE PRESENTATION AND
DELIVERY OF DOCUMENTS TO:

(BANK'S NAME AND ADDRESS)

BANK NAME _____

REPRESENTATIVE'S SIGNATURE TITLE

ATTACHMENT J

Standards of Ethical Conduct (School's Name)

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to

_____. Reports of misconduct committed by administrators should be made to _____

_____.
Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in

_____ and on our Web site at _____.

Reporting Child Abuse, Abandonment or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

ATTACHMENT K



FLORIDA DEPARTMENT OF EDUCATION

Office of Independent Education and Parental Choice

325 W. Gaines St., Ste. 1044, Tallahassee,

FL 32399-0400 Fax: 1-850-245-0875

Email: schoolchoice@fldoe.org

School Choice Information Hotline: 1-800-447-1636



Private School PEP Hybrid Application

Instructions: If your school has a physical location where students attend, and you would like to provide a hybrid program for PEP students:

1. Complete the first 2 sections of this form.
2. Submit the completed form **including copies of any required supporting documents.** (Fax # and Address listed above)

Section I - Private School Contact Information and Data

School Name _____ Owner Name _____

Street Address _____ City _____ Zip _____ County _____

Director Name _____ Director E-mail _____

School Phone # _____ School E-mail _____

School website _____

Section II - Required PEP Hybrid School Program Information

1. Is the school registered as a Private School? If yes, provide school code ____ _ Yes No
2. Is the school currently approved to participate in other K12 scholarship programs? Yes No
3. Does the school provide a full-time, in-person option for students? Yes No
4. For students enrolled in PEP, does the school provide a program whereby students have regular and direct contact with qualified teachers at the physical location at least two school days per week? Yes No
5. Include a school calendar reflecting PEP student attendance. 6. If participating in other scholarship programs, also attach a school calendar reflecting the full-time, in-person attendance for students in other programs.
7. Describe how instruction will be provided and assignments monitored for PEP students during the remaining required instructional time. Attach additional sheets if necessary.

Application Submitted By _____ Date _____