

FLORIDA DEPARTMENT OF EDUCATION

Office of Independent Education and Parental Choice



UPDATE NOTIFICATION FORM

School Name _____

School Code _____ County _____ Today's Date _____

Please attach the requested documentation and fax, mail, or email this form to our office. See Page 2 for instructions.

Change of Owner/Chief Administrative Officer

Name of Former Owner/Chief Administrative Officer: _____

Name of New Owner/Chief Administrative Officer: _____

Per 1002.421(1)(p)6, Florida Statutes, "At least 30 calendar days before a transfer of ownership of a private school, the owner or operator shall notify the parent of each scholarship student." The parents were notified on _____.

Change of Director/Principal

Name of Former School Director/Principal: _____

Name of New School Director/Principal: _____

New School Director/Principal Email: _____

Change of School Name

New School Name _____

Change of School/Facility Address

New Physical Address City/State Zip Code

New Mailing Address (if different from above) City/State Zip Code

New Phone Number New Fax Number

Signature of Person Appointing Authority or Authorizing Change Printed Name

Position Contact Phone #

On what date do/did the above changes occur? _____

Office of Independent Education and Parental Choice

Please see below for the documentation to attach in support of the update request. **Once our office has reviewed your documentation and updated the database, your school must submit a revised Annual Survey and Scholarship Compliance Form to complete the update process.**

Update

Documentation*

Change of Owner/Chief Administrative Officer

- Level 2 Livescan Fingerprint Report from FDLE
- Paperwork from Department of State, Division of Corporations (Sunbiz).

Per 1002.421(1)(p)7, Florida Statutes, "The owner or operator of a private school that has been deemed ineligible to participate in a scholarship program pursuant to this chapter may not transfer ownership or management authority of the school to a relative in order to participate in a scholarship program as the same school or a new school." See the statute for who is considered a "relative."

Change of Director/Principal

- Level 2 Livescan Fingerprint Report from FDLE

Change of School Name

- Paperwork from Department of State, Division of Corporations (Sunbiz).

Change of School/Facility Address

- Satisfactory Health Inspection.
 - Fire Inspection (Satisfactory & Violation Free).
 - Radon Testing DH 1777 form & Lab results (if applicable to your county).
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** Additional documentation may be requested.*

Fax, mail, or email the completed Update Notification Form and accompanying documentation to the attention of your Regional Manager.

Fax: 850-245-0875

Email: Schoolchoice@fldoe.org

Mail: Office of Independent Education and Parental Choice

325 W. Gaines Street, Room 1044

Tallahassee, FL 32399-0400