

Scholarship Program Compliance Form for Private School Participants in State Scholarship Programs - Form IEPC SCF-1

Effective July 2023
Rule 6A-6.03315, F.A.C.

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)(o), 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 or contracted personnel 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 435.04, F.S.?
F)	* 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? <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 • An explanation of the liability protections provided under sections 39.203 and 768.095, F.S.

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?
D)	In compliance with section 1002.421(1)(o), and 1002.421(1)(r), F.S., does the school: <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)	* 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: <ul style="list-style-type: none"> • 3 or more years of public 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)(b)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)(b)2., 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. Florida Statutes , 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)	* 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)?
F)	* In accordance with section 1006.061(2), F.S., has the school posted the following in a prominent place? 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.
G)	Has the following information been posted on the school’s website (if applicable)? 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. 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: 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.
H)	Is the school owned or operated by a person or entity domiciled in, owned by, or in any way controlled by a foreign country of concern or foreign principal as defined in section 288.860, F.S.?

Section 8: Student Records

A)	* 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?
B)	* 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?
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

[View the Florida Department of Health standards for School Facilities](#)

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 school-owned 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 postmarked by March 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, 6A-6.0952, 6A-6.0951, and 6A-6.0970, 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)	

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: