

# FLORIDA DEPARTMENT OF EDUCATION

## OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE



School Year 2004-2005

### Scholarship Compliance Form for Private School Participants in State Scholarship Programs (Form IEPC SCF – 1)

Please indicate if you are a new participant or a renewing participant:

New Participant

Renewing Participant

Please indicate the scholarship program(s) for which you are applying:

Opportunity Scholarships (OSP)

McKay Scholarships (McKay)

Corporate Tax Credit Scholarships (CTC):

Academy Prep Foundation, Inc.  
Children First Central Florida  
Faith Based Scholarship Foundation of Florida

Florida School Choice Fund (Florida PRIDE)  
H.E.R.O.E.S  
YES Opportunities, Inc.

All Three Programs

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The SCHOLARSHIP COMPLIANCE FORM, required of all private schools participating in state scholarship programs, must be completed for each physical site operated by your school. Each separate site must have its own school code.

- **For new participants**, the Scholarship Compliance Form (SCF) must be **completed, signed, and received** by the Office of Independent Education and Parental Choice, at which time the school must be in compliance with state requirements. New participants must be determined by the Department of Education to be in full compliance BEFORE they will be eligible to participate and receive scholarship payments.
- **Renewing participants, for the remainder of 2004**, please review the information in your SCF and update as necessary. Your continued compliance will be valid through December 31, 2004.
- Beginning in November 2004, all participating private schools will be required to **complete, sign, and postmark** a new SCF **no later than January 1, 2005**, at which time the school must be in full compliance to **continue** receiving scholarship payments for the 2004-05 school year. Submission of the January 1, 2005 form will cover the school's eligibility through January 1, 2006.
- As a participant in the scholarship programs, your school may become part of a sample study in which the Department will ask private schools to provide hard copy documentation verifying scholarship compliance as self-reported in this document.

Answers to the following questions are required for participation in the state's scholarship programs. The information you provide here will be published in your school profile for parents to review, based on the programs provided by the school.

**SECTION 1: SCHOOL LOCATION AND CONTACT INFORMATION**

School Name: \_\_\_\_\_

School Code: \_\_\_\_\_ County: \_\_\_\_\_

Physical Address of School Facility (if different than the mailing address provided):

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 2: SCHOOL OWNERSHIP, AFFILIATION, AND LICENSING**

A) School is owned by:

- \_\_\_\_ Individual
- \_\_\_\_ Partnership
- \_\_\_\_ Church/Temple/Mosque
- \_\_\_\_ Corporation

B) The school is: \_\_\_\_\_ not-for-profit \_\_\_\_\_ for profit

C) If you answered "Corporation" in Item A, does your school have a current Certificate of Status\* as required by Section 607.0128, 617.0128, Florida Statutes or an approved charter as required by Section 623.03, Florida Statutes? \*(Document issued by the Department of State when the school applies to become a corporation)

\_\_\_\_ Yes \_\_\_\_ No

**SECTION 3: FINANCIAL SOLVENCY**

A) Pursuant to Sections 1002.38(4)(a), 1002.39(4)(a), and 220.187(6)(a), Florida Statutes, has the school been in operation for at least 1 year?

\_\_\_\_ Yes \_\_\_\_ No

B) If you answered "No" to Item A, please enter the **name, address, phone number and license number** of the accountant supplying the statement of fiscal soundness or the institution/agency providing the letter of credit or surety bond equal to the scholarship funds for any quarter:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
License Number: \_\_\_\_\_

**SECTION 4: SCHOOL ADMINISTRATION**

A) Has each Owner/Operator/Chief Administrative Officer submitted fingerprints to the Florida Department of Law Enforcement for a criminal records check in accordance with Section 1002.42(2)(c), Florida Statutes?

**(Reports must be filed with the private school and made available for public inspection)**

\_\_\_\_ Yes \_\_\_\_ No

**SECTION 5: SCHOOL STAFFING**

**(Required for OSP and McKay Participants)**

A) In compliance with Sections 1002.38(4)(g) and 1002.39(4)(f), Florida Statutes, do you employ or contract with teachers who:

- \_\_\_\_ Yes \_\_\_\_ No      Hold at least a baccalaureate degree or higher
- \_\_\_\_ Yes \_\_\_\_ No      Have at least 3 years of teaching experience in public or private schools, or
- \_\_\_\_ Yes \_\_\_\_ No      Have special skills, knowledge, or expertise that qualifies them to provide instruction

**FOR PROFIT SCHOOLS ONLY:**

B) Does the school have an Unemployment Compensation account with the Department of Revenue, in accordance with Chapter 443, Florida Statutes?  Yes  No

**NOT FOR PROFIT SCHOOLS ONLY:**

C) Does the school have an Unemployment Compensation account with the Department of Revenue, in accordance with Chapter 443, Florida Statutes?

Yes            Check one:             Reimbursement Method **OR**  Tax Rate Method

N/A            Check one of the following:

School is operated, supervised, controlled or principally supported by a church, convention, or association of churches and is therefore not covered for unemployment compensation purposes. **(must have letter of proof on file)**

**OR**

School employs less than 4 employees for a day (or a portion of a day) during any 20 weeks in a calendar year.

**ALL SCHOOLS:**

D) Does the school employ 4 or more persons (instructional and non-instructional)?

Yes  No

E) If the school employs 4 or more persons, does the school have a policy for Workers' Compensation, in accordance with Section 440.02, Florida Statutes?

Yes    Policy Number \_\_\_\_\_            Name of Carrier \_\_\_\_\_

No

**SECTION 6: SCHOOL PROGRAM**

A) Describe in detail the services your school provides, including services for specific types of disabilities served by the school pursuant to Sections 1002.38(4)(b) and 1002.39(4)(b), Florida Statutes.

**(Required for OSP and McKay Participants)**

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B) Does the school comply with antidiscrimination provisions of 42 U.S.C. Section 2000d that prohibits discrimination on the basis of race, color, or national origin in accordance with Sections 1002.38(4)(c), 1002.39(4)(c) and 220.187(6)(b), Florida Statutes?

Yes  No

C) Does the school accept OSP scholarship students on an entirely random and religious-neutral basis without regard to the student's academic history as required by Sections 1002.38(4)(e), Florida Statutes? **(Required for OSP Participants)**

Yes  No  N/A

E) If the answer to D was "No", is admission preference given only to the siblings of students already accepted on a random and religious-neutral basis as required by Section 1002.38(4)(e), Florida Statutes? **(Required for OSP Participants)**

Yes  No  N/A

- F) Does the school have published disciplinary procedures that are made available to the parents and adhered to prior to the expulsion of students as required by Sections 1002.38(4)(k) and 1002.39(4)(h), Florida Statutes? **(Required for OSP and McKay Participants)**  
 Yes  No
- G) Does the school demonstrate academic accountability to the parent in accordance with Sections 1002.38(4)(f) and 1002.39(4)(e), Florida Statutes? **(Required for OSP and McKay Participants)**  
 Yes  No
- H) Is the Opportunity Scholarship school's instruction, curriculum, and attendance subject to the criteria adopted by an appropriate non-public school accrediting body according to Section 1002.38(4)(f), Florida Statutes? **(Required for OSP Participants)**  
 Yes  No
- I) If the answer to H was "Yes", please list the name(s) of the non-public school accrediting body(ies) to which your instruction, curriculum, and attendance are subject to.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- J) In accordance with Section 1002.38 (4)(j), Florida Statutes, the school does not compel any OSP scholarship student to pray, worship, or profess a specific ideological belief. **(Required for OSP Participants)**  
 Yes  No
- K) In accordance with Sections 1002.38(4), 1002.39(4), and 220.187(4), Florida Statutes, does your school require the parent to restrictively endorse the scholarship warrant or check?  
 Yes  No

**SECTION 7: STUDENT HEALTH, SAFETY, AND WELFARE**

- A) Does the school complete and maintain Student Health Examination documentation (Department of Health Form DH 3040 or other certification) for each child upon admittance to kindergarten or initial entrance into school in Florida, in accordance with Section 1003.22(1), Florida Statutes and State Board of Education Rule 6A – 6.024, Florida Administrative Code?  
 Yes  No
- 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), Florida Statutes and State Department of Health Rule 64D – 3.011, Florida Administrative Code?  
 Yes  No
- C) If the school enrolls kindergarten or 7<sup>th</sup> 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), Florida Statutes and State Department of Health Rule 64D-3.011(3), Florida Administrative Code?  
 Yes  No
- D) If the school enrolls 6<sup>th</sup> and/or 7<sup>th</sup> grade students, does the school provide for appropriate screening of students for scoliosis, in accordance with Section 1003.22(4), Florida Statutes and State Department of Health Rule 64F – 6.003, Florida Administrative Code?  
 Yes  No

**SECTION 8: STUDENT RECORDS**

- A) Does the school maintain student records containing permanent information, as defined in Section 1002.42(3)(a)2.a., Florida Statutes, 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?  
 Yes  No
  
- B) Does the school maintain student records containing temporary information, as defined in Section 1002.42(3)(a)2.b., Florida Statutes, to include at minimum: health information, standardized test scores, honors and activities, personal attributes, work experience, teacher and counselor comments, and special reports?  
 Yes  No
  
- 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), Florida Statutes?  
 Yes  No

**SECTION 9: SCHOOL FACILITY**

- A) Does the school facility possess a current and acceptable semi-annual Public/Private School Inspection Report (Department of Health Form DH 4030), in accordance with Section 381.006(6), Florida Statutes and State Department of Health Rule 64E-13, Florida Administrative Code?  
 Yes  No
  
- B) If the answer to A is "No", does the school have on file a statement from the Department of Health attesting to why the inspection was not completed?  Yes  No
  
- C) If the school facility possesses a well that serves 1 to 25 people, does the school possess a current and acceptable Limited-Use Public/Private Drinking Water System Sanitation Survey & Inspection Report (Department of Health Form DH 4020), in accordance with State Department of Health Rule 64E-8, Florida Administrative Code?  
 Yes  No  
 N/A - School does not have a well that serves 1 to 25 people
  
- D) If the answer to C is "No", does the school have on file a statement from the Department of Health attesting to why the inspection was not completed?  Yes  No
  
- E) If the school facility possesses a well that serves more than 25 people, has the school worked with the local Department of Environmental Protection (DEP) to meet their compliance regulations and received a Public Water System (PWS) ID in accordance with State Department of Environmental Protection Rule 62-550, Florida Administrative Code?  
 Yes  No  
 N/A - School does not have a well that serves more than 25 people
  
- F) If the answer to E is "No", does the school have on file a statement from the Department of Environmental Protection attesting to why the (PWS) ID was not provided?  Yes  No
  
- G) If the school facility stores, prepares, or serves food to students, does the school possess a current and satisfactory quarterly Food Service Inspection Report (Department of Health Form DH 4023), in accordance with State Department of Health Rule 64E-11, Florida Administrative Code and Section 381.0072, Florida Statutes?  
 Yes  No  
 N/A - School facility does not store, prepare, or serve food to students

- H) If the answer to G is "No", does the school have on file a statement from the Department of Health attesting to why an inspection was not completed?  Yes  No
- I) If the school facility is located in a **non-exempt** county (**non-exempt** counties can be found on the Department of Health website), 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, Florida Statutes, and State Department of Health Rule 64E-5, Florida Administrative Code?  
 Yes  No  
 N/A – School is located in an exempt county
- J) Does the school facility possess a current and acceptable Fire Code inspection and compliance report in accordance with Sections 1002.38(4)(d), 1002.39(4)(d) and 220.187(6)(c), Florida Statutes, State Finance Services Rule 69A – 58.004, Florida Administrative Code, and county and/or municipal ordinance?  
 Yes  No
- K) If the answer to J is "No", does the school have on file a statement from the local fire inspector as to why an inspection was not completed?  Yes  No
- L) 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 Sections 316.615 and 1006, Florida Statutes?  
 Yes  No  N/A - School does not own vehicle(s) used for transport of students

**SUBMISSION OF SCHOLARSHIP COMPLIANCE FORM**

By my signature below, I attest to the accuracy and validity of the information provided in this document. I acknowledge and understand that invalid or false statements could result in the suspension or termination of scholarship payments or the school's eligibility to participate in the state's scholarship programs. I acknowledge and agree that the school must be in compliance with all legal reporting requirements before payments for scholarship students will be released.

This section is to be completed only by the school Owner/Chief Administrative Officer:

**Print: First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **(Optional)**

**NEW PARTICIPANTS must send to the Office of Independent Education and Parental Choice (via certified mail) all documentation listed below, along with the signed, original Scholarship Compliance Form.**

**New Participants are not eligible to receive payments until this documentation is received and eligibility to participate is determined.**

1. Fiscal Solvency Document, if in business less than 1 year – Section 3
2. Published Tuition and Fee Schedule for the school – Sections 1002.38(6) and 1002.39(6), Florida Statutes
3. A copy of the background screening report – Section 4
4. A copy of the Public/Private School Health Inspection Report – Section 7
5. A copy of the Radon Measurement Report results – Section 9
6. A copy of the Fire Code Inspection report – Section 9
7. Verification of accreditation, if school represents itself as being accredited