



Application for Provider Approval

This online application form, VSP – 02, is to be completed electronically by each provider seeking approval to contract with schools districts to participate in the School District Virtual Instruction Program. The electronic application will be available upon approval by the State Board of Education and will be available for 30 days on this Web site.

The Department will provide the applicant with a written decision regarding the approval or denial of the application within forty-five (45) days of the application deadline. If the application is denied, the provider will have until **January 31** to correct any deficiencies identified by the Department and resubmit the application. Upon receipt of the application, the Department shall make final determination as to whether the program will be approved.

Please submit completed applications to www.floridaschoolchoice.org

Questions should be directed to:

Office of Independent Education and Parental Choice
(850) 245-0502

Applicant: _____

Primary Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: () _____ Fax Number: () _____

Email Address: _____

Signed: _____ Date: _____

Part 1 – Description of Virtual Instruction Program to be Provided

Provide a written description of the type of virtual instruction program to be offered. The written description should include, but is not limited to, the following:

- Type of program (Full-time, supplemental, blended, other)
- Grade levels to be served
- Target population (e.g., all students, at-risk, credit recovery, vocational, DJJ)
- Capacity of program (Number of part-time/full-time students)
- Mission Statement
- List of courses or url to course directory
- Learning Management System (LMS)
- Use of third party providers / Outsourcing
- Teacher qualifications related to online instruction (academic credentials, training, experience) - Optional

Part 2 – Verification of Provider Compliance Requirements

Application Questions	Examples of Documentation to Support Provider Compliance
PROVIDER REQUIREMENTS	
The Provider is nonsectarian in its programs, admissions policies, employment practices and operations. <u>Florida Statutes 1002.45(2)(a)</u>	<ul style="list-style-type: none"> • Memoranda, formally adopted policies or written statements addressing the topic and specifics
The Provider has secured administrative office(s) in Florida. <u>Florida Statutes 1002.45(2)(c)</u>	<ul style="list-style-type: none"> • Address of Florida office(s) • Copy of utility bill
The Provider is accredited by one of the regional accrediting agencies. <u>Florida Statutes 1002.45(2)(f)</u>	<ul style="list-style-type: none"> • Memoranda or other written documentations confirming accreditation and dates of validity
STAFF REQUIREMENTS	
The Provider’s employment practices comply with anti discrimination provisions of s. 1000.05, Florida Statutes. <u>Florida Statutes 1002.45(2)(b)</u>	<ul style="list-style-type: none"> • Employment policies and practices related to anti-discrimination provisions

FORM VSP - 02

<p>Florida administrative staff are Florida residents.</p> <p><u>Florida Statutes 1002.45(2)(c)</u></p>	<ul style="list-style-type: none"> • Administrative employee name • Legal address, utility bill
<p>All instructional staff hold valid Florida certificates in the subject(s) or grade level(s) taught.</p> <p><u>Florida Statutes 1002.45(2)(c) and 1002.45(3)(a)</u></p>	<p>Prior to contract provide written assurance that the provider will only hire certified teachers, but must provide verification list prior to implementation.</p> <p>For each instructional employee include:</p> <ul style="list-style-type: none"> • Instructional employee's full name • Subject(s) or grade level(s) taught • Certificate or Department of Education Number
<p>The provider ensures background screening of all employees or contracted personnel as required by s. 1012.32, Florida Statutes.</p> <p><u>Florida Statutes 1002.45(2)(g) and (3)(b)</u></p>	<ul style="list-style-type: none"> • Written and notarized assurance that all required employees will be screened and that documentation of compliance will be provided prior to implementation.
<p>CURRICULUM AND INSTRUCTION REQUIREMENTS</p>	
<p>The instructional model used by the provider relies primarily on certified teachers, not parents, to provide instruction to the student, in accordance with s. 1002.45, F.S.</p> <p><u>Florida Statutes 1002.45(2)(e)</u></p>	<p>Describe the instructional model used. The description may include, but is not limited to:</p> <ul style="list-style-type: none"> • the proposed teacher load (or assigned number of students per teacher). • how the teacher will: <ul style="list-style-type: none"> • effectively deliver instruction to the number of students assigned to them • use the learning management system to deliver curriculum • assess and report student progress • track student attendance, participation, and performance • communicate with parents • communicate with students • communicate with other instructional staff • the extent to which the teacher is directly involved in the instruction of students • availability of instructors to students (e.g., days per week, hours per day) • the required method(s) and expected frequency for teacher to parent or learning coach and teacher to student communications. • how the teacher will ensure authenticity of student work and that parents are not doing the student's work. • by grade level, an estimate of the time students will spend working online and offline. • a description of planned cooperative learning opportunities, field trips, live lessons, meetings, study sessions and other

FORM VSP - 02

	<p>opportunities for students and parents to interact with teachers and with other students and parents.</p> <ul style="list-style-type: none"> • policies outlining expectations for parental involvement and parent or other adult teaching activities and requirements. • policies outlining expectations for adult supervision, policy implementation, monitoring procedures, and consequences.
<p>The instruction offered by the Provider is designed to enable a student to gain proficiency in each virtually delivered course of study.</p> <p><u>Florida Statutes 1002.45(2)(g) and (3)(d)</u></p>	<p>A written description including, but not limited to the following:</p> <ul style="list-style-type: none"> • How student progress is measured and how often. • How assessment results are used to inform instruction. • How the teacher will assist students who do not meet expected levels of achievement at all grade levels and students who score at levels 1 and 2 of the FCAT. • What measures will be taken to comply with requirements related to third grade retention in s. 1008.25(5), F.S.
<p>Curriculum and Course Content are aligned with the Next Generation Standards.</p> <p><u>Florida Statutes 1002.45(2)(g) and (3)(c)</u></p>	<ul style="list-style-type: none"> • Written and notarized assurance of alignment • Proof of the type of review or methodology used to determine alignment • Florida schools and/or school districts using curriculum, with school or district contact information • Florida reference on file
<p>STUDENT ELIGIBILITY AND PARTICIPATION REQUIREMENTS</p>	
<p>Admission and enrollment policies and procedures comply with anti-discrimination provisions of Section 1000.05, Florida Statutes.</p> <p><u>Florida Statutes 1002.45(2)(b)</u></p>	<ul style="list-style-type: none"> • Admission and enrollment policies and procedures related to nondiscrimination
<p>Admission and enrollment policies and procedures comply with student eligibility requirements.</p> <p><u>Florida Statutes 1002.45(2)(g) and (5)</u></p>	<ul style="list-style-type: none"> • Admission and enrollment policies and procedures related to student eligibility
<p>The provider has the ability to adhere to district attendance monitoring and recordkeeping policies and practices to ensure participating students meet compulsory attendance requirements.</p> <p><u>Florida Statutes 1002.45(2)(g) and (6)(a)</u></p>	<ul style="list-style-type: none"> • School calendar • Policies for recording daily attendance by parents and/or teachers • Description of methodology for monitoring and reporting student attendance and for maintaining auditable attendance records
<p>The provider ensures student participation in state testing.</p> <p><u>Florida Statutes 1002.45(2)(g) and (6)(b)</u></p>	<ul style="list-style-type: none"> • Student participation rates • Written policies and procedures related to participation in state testing

The provider has the capacity to meet all reporting requirements to comply with state funding, information and accountability requirements in the law. <u>Florida Statutes 1002.45</u>	Description of expertise and resources to meet reporting requirements. This may include: <ul style="list-style-type: none"> • information on any technical training or experience in managing and reporting large volumes of information. • the allocation of staff (include qualifications) and other resources for comprehensive data reporting activities • demonstrate ability to comply with database reporting requirements (http://www.fldoe.org/eias/dataweb/default.asp)
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Part 3 – Evidence of Successful Experience in Providing Virtual Instruction

Please provide the following information related to your previous and current experience in providing online instruction programs.

Virtual School or Program / Location	Contact Information	Type of program (FT, supplemental, other)	Grade levels served	Target Population	# of students	Dates of operation

For each experience listed above, please provide the following information (A-I). Items J-M are optional.

- A. List 3-5 major academic goals. For each goal, state whether the goal was met (Y/N) and relevant statistics to demonstrate achievement or progress toward meeting (or exceeding) goal.
- B. Student participation rates in state assessment testing in Florida and/or other states.
- C. Student and school performance results (e.g., state assessment results, nationally-recognized standardized tests results, NAEP results, results from end-of-course exams, promotion and graduation rates, successful completion rates, student mobility, dropout rates, school grades or ratings, AYP designation, staff turnover, other student or school performance results provided by applicant).
- D. Summary data on non-completers or dropouts related to the timing (at what point in the program or course did they withdraw) and primary reasons for withdrawing.
- E. System performance and support: system reliability and availability, and average response time for technical support.
- F. Financial solvency— independent audit findings and/or other summary financial information to document financial stability.
- G. Terminations or closures of virtual programs or schools and reasons why.
- H. References (from previous users of the program, those knowledgeable about pedagogical and technical strengths of the virtual instruction program or courses)
- I. Summary results of stakeholder satisfaction surveys (parents, students, and teachers) with links or addresses to obtain copies of the complete survey results.

FORM VSP - 02

- J. List and summary of external evaluations and reports with links and/or addresses to obtain the complete evaluations or reports.
- K. Awards or external recognitions received (name, description, and date(s)).
- L. Testimonials
- M. Other as determined by provider.