



Tips for Completing A Successful Application For Supplemental Educational Services Providers

1. Create the application in a word processing program; complete the answers; check the spelling then copy; and paste the answers in the web-based application.
2. Review the questions first, gathering your material as needed to prepare your responses.
3. Have someone unfamiliar with your program review your responses. The answers should be clear, concise, and detailed enough to clearly describe your program. Compare the responses with the review rubric. Keep in mind that the average minimum score for each question is a “two”.
4. Register a user ID and password on the online submission system. Save your password in a safe place so that you can easily re-enter the system. You will receive an email confirmation of your login and password.
5. Enter a response into every required question and at least a character in the required text boxes for each section you are completing before you log off the system. Make sure you receive the response “*data saved successfully*” before exiting the online system. Make sure you get the “application submitted” confirmation on the main menu. Print a copy of the application and the confirmation for your files.
6. Be sure to mail hard copies with original signatures of the Assurances and evidence of your financial soundness to our office. Although the application itself is electronic, we must receive these documents with original signatures by March 30, 2007, in order for the application to be reviewed for consideration of approval by the state. Please mail or deliver to Temi Bennett, Bureau of Public School Options, Florida Department of Education, Room 316, 325 West Gaines Street, Tallahassee, FL 32399-0400.

Bureau of Public School Options
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