



Private School Scholarship Compliance

2025 School Choice Summit

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Office of Independent Education and Parental Choice

Agenda

Part 1 - Scholarship Timeline Overview

- Definitions
- Renewing Private Schools
- New Private Schools

Part 2 - Renewing Scholarship Requirements

- Standard versus Full Renewal
- Required Documents



Part 1. Scholarship Timeline Overview

- Definitions
- Renewing Private Schools
- New Private Schools

Section 1002.421(1)(e), Florida Statutes (F.S.), and Rule 6A-6.03315(2)(b) and (3)(c), Florida Administrative Code (F.A.C.)

Definitions

- Private School: an educational center that includes kindergarten or a higher grade or as an elementary, secondary, business, technical, or trade school below college level or that gives preemployment or supplementary training in technology or in fields of trade or industry or that offers academic, literary, or career training below college level, or any combination of the above, including an institution that performs the functions of the above schools through correspondence or extension.
- New Participating Private Schools: a school that did not have scholarship students during the current or previous school year.
- Renewing Private Schools: a school that had scholarship students during the current or previous school year.

New Participating Private Schools



Scholarship Compliance Form signed and notarized by October 1 of each year



All outstanding compliance issues must be resolved by December 1 of each year

Renewing Private Schools



Scholarship Compliance Form opens November 1 each year



Scholarship Compliance Form signed and notarized by February 1 of each year



All outstanding compliance issues must be resolved by April 1 of each year



Part 2. Renewing Scholarship Requirements

- Standard versus Full Renewal
- Required Documents

Sections 1002.42 and 1002.421, F.S., and Rule 6A-6.03315 F.A.C.

Standard versus Full Renewal

- Private schools participating in K-12 Scholarship programs must renew their participation each year with the Florida Department of Education (department).
- There are two renewal types that private schools may be selected to complete:
 - Standard Renewal
 - Full Renewal: takes place every three years and requires more additional documents than a standard renewal.

Standard Renewal:



Annual Survey



Scholarship Compliance Form



Health Inspection Report (DH4160)



Fire Inspection Report (educational occupancy)



Fiscal soundness, if applicable



School Ownership Information ([sunbiz](http://sunbiz.org))

Full Renewal:



Standard Renewal Requirements



Owner(s) and Director Level 2 Background Screening



Radon Report (DH1777), if applicable



Employee Ethical Standards



Required Documents

- Annual Survey
- Scholarship Compliance Form
- Health Inspection Report (DH4160)
- Fire Inspection Report
- Fiscal Soundness
- Owner(s) and Director Level 2 Background Screening
- School Ownership Information
- Radon Testing Report (DH1777)
- Employee Ethical Standards

Annual Survey

- Section 1002.42(2)(a), F.S., requires the department to organize, maintain and annually update a database with private schools within the state.
- To meet this mandate, the department requires private schools to be registered with them and maintains a database with private school information that is submitted annually to the department via an Annual Survey.
- Surveys are available from September 1 – May 1 each year

Annual Survey

The survey has 6 sections:

- Section 1: General Information
- Section 2: Program Information
- Section 3: Student Information
- Section 4: Teacher Information
- Section 5: Graduation Information
- Section 6: Assurance of Compliance with s. 553.865, F.S.

Note that the information submitted by private schools in annual surveys is not only used for scholarship compliance but by other offices in the department, such as for the MyFloridaSchools site or for Bright Futures purposes.

Scholarship Compliance Form

- Section 1002.421(2)(a)4., F.S., requires an annual, notarized, sworn compliance statement from participating private schools certifying compliance with state laws, and retain such records.
- The form is available each November 1; participating private schools must complete and submit the signed and notarized Scholarship Compliance Form online and by mail postmarked by February 1 of each school year.

Scholarship Compliance Form

The form has 9 sections:

- Section 1: Program Participation
- Section 2: School Ownership, Affiliation, and Licensing
- Section 3: Financial Solvency
- Section 4: School Administration
- Section 5: School Staffing
- Section 6: School Program
- Section 7: Student Health, Safety, and Welfare
- Section 8: Student Records
- Section 9: School Facility

Information on the top of the scholarship compliance form is pre-populated from our system based on the school's profile information. If information has changed, the school must notify the department within 15 days of the change and submit required documentation for such change.

DOEADMIN (9999)
ALACHUA SCHOOL DISTRICT
325 W GAINES ST. TALLAHASSEE FL 99999

Effective September 2024
Rule 6A-6.03315, F.A.C.

Section 1: Program Participation	
Participating school year:	2025
School is a new participant or a renewing participant:	Renewal
Current scholarship program(s):	FTC FES Unique Abilities FES Educational Options Personal Education Programs (PEP) Hybrid



Submission of Scholarship Compliance Form

(The signed, notarized form must be received by February 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-8.03315, 6A-8.0960, and 6A-8.0952, 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	DOEADMIN
* School Director/Principal	AIMEE TEST
* Signature	
* Name (Print)	

Sworn and subscribed before me this _____ day of _____, 20_____.

* Notary Public, State of Florida (Signature)	
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* Notary's Name (Print)	
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* Personally Known	
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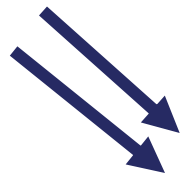
* Produced Identification	
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* Type	
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Notary Public
State of Florida at large.
My commission expires: _____

Notary Seal:

Pre-populated fields
based on information
in our system



Must be completed by
the school's listed
director or principal and
notary

Health Inspection Report (DH4160)

- Pursuant to s. 381.006(6), F.S., each Florida county's Health Department will conduct the necessary inspection of private school's facilities and provide the results on a DH4160 form.
- Inspections should take place once per year and must be satisfactory for scholarship compliance purposes.

Note that the local Health Department will conduct this inspection, not the Florida Department of Children and Families (DCF).

Health Inspection Report (DH4160)

For compliance renewal, health inspection reports (DH4160 form) must:

- Be satisfactory.
- Be completed within one year of submission
- Match the school's physical address on our database.
- Match the school's name to the name on our database, unless school has a fictitious name with the Florida Department of State.

Fire Inspection Report

- Section 1002.421(1)(g), F.S., requires participating private schools to meet applicable state and local health, safety and welfare laws, codes and rules, including fire safety and building safety.

Note that there is no standard fire inspection form as it varies by local fire department.

Fire Inspection Report

For compliance renewal, health inspection reports must:

- Be for an educational occupancy.
- Be Satisfactory or Violation Free.
- Be completed within one year of submission.
- Match the school's physical address on our database.
- Match the school's name to the name on our database, unless school has a fictitious name with the Florida Department of State.

Fire Inspection Report - Additional requirement

- The department coordinates with the State Fire Marshal to obtain access to private school inspection reports.
- The fire inspector must enter private schools' inspection information into a statewide database called the Online Reporting System found at <https://sfm.bebr-app.com>.
- During the compliance renewal period, regional managers verify that each school's inspection reports are part of this database.

Fiscal Soundness

- Section 1002.421(1)(f)1., F.S., requires private schools to demonstrate fiscal soundness and accountability by:
 - Being in operation for at least 3 school years; or
 - Obtaining a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter and filing the surety bond or letter of credit with the department.
 - These documents are required to include specific school information such as name and physical address.
 - Original documents are required for letters of credit; the department will hold these until the school is no longer required to have these on file.

Owner(s) Level 2 Background Checks

- Section 1002.421(1)(m), F.S., requires each employee and contracted personnel with direct student contact, upon employment or engagement to provide services, to undergo background screening under s. 1012.315, F.S., and deny employment to or terminate an employee if he or she fails to meet the screening standards under s. 1012.315, F.S.
- An “employee or contracted personnel with direct student contact” means any employee or contracted personnel who has unsupervised access to a scholarship student for whom the private school is responsible.

Exemptions

- Private schools participating in K-12 scholarship programs are defined as “qualified entities” under s. 943.0542(1)(b), F.S. As such, unless otherwise provided by law, private school owners, as head of the qualified entity, may grant to any employee or person with an affiliation otherwise disqualified from employment an exemption.
- Refer to s. 435.07, F.S, for details regarding exemptions from disqualification.

Transition to Clearinghouse

- Beginning in April 2025, private school employees, contracted personnel, owners, and operators must be re-screened pursuant to s. 435.12, F.S; (see the [Clearinghouse for Private Schools FAQs](#) for rescreening timeline) and all fingerprints submitted to the Florida Department of Law Enforcement (FDLE) must be retained in the Agency for Health Care Administration's (AHCA) Care Provider Background Screening Clearinghouse (Clearinghouse).

School Ownership Information

- To assist with the owner level 2 screening, the department requires schools to submit documentation regarding the ownership of the school.
- This is generally met by providing documentation from the Florida Department of State, Division of Corporations.

Radon Testing Report (DH1777)

- What is Radon?
 - According to the Florida Department of Health, radon is a naturally occurring, odorless, colorless, tasteless, radioactive gas produced from the radioactive decay of radium, found in most soils and earthen construction materials. Radon is the second leading cause of lung cancer in the U.S. after smoking, and the leading cause of lung cancer among non-smokers. For more information please visit their [website](#).
- Section 404.056(4), F.S., required mandatory radon testing for all public and private school buildings or school sites housing students in kindergarten through grade 12.
- Some counties in the state of Florida are exempt from radon test; see the [Florida Department of Health website](#) for specifics.

Radon Testing Report (DH1777)

- How to test?
 - An independent company specializing in environmental testing; or
 - Purchasing a “Radon Testing Kit” from your local home improvement store and conducting the test yourself.
- When to test?
 - Initial test must be followed by a 5-year re-test.
- How to report results?
 - All results are to be recorded on the 11/15 version of the DH 1777 form and submitted to the Florida Department of Health and to the department. Form must include the test results from the testing company.

Employee Ethical Standards

- Section 1002.421(1)(n), F.S., requires participating private schools to adopt policies establishing standards of ethical conduct for instructional personnel, educational support employees and school administrators.
- If needed, Regional Managers can provide a template that includes required standards. However, the school is still required to customize the template to meet their schools' standards and to adopt such standards.

Employee Ethical Standards - Must:

- Include a requirement for instructional personnel, educational support employees and school administrators to complete training on the standards.
- Establish the duty to report alleged misconduct by instructional personnel, educational support employees and school administrators which affects the health, safety or welfare of a student.
- Establish the procedure to report alleged misconduct by instructional personnel, educational support employees and school administrators which affects the health, safety or welfare of a student.
- Include an explanation of the liability protections provided under s. 39.203 and 768.095, F.S.



Questions?

Compliance Team

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