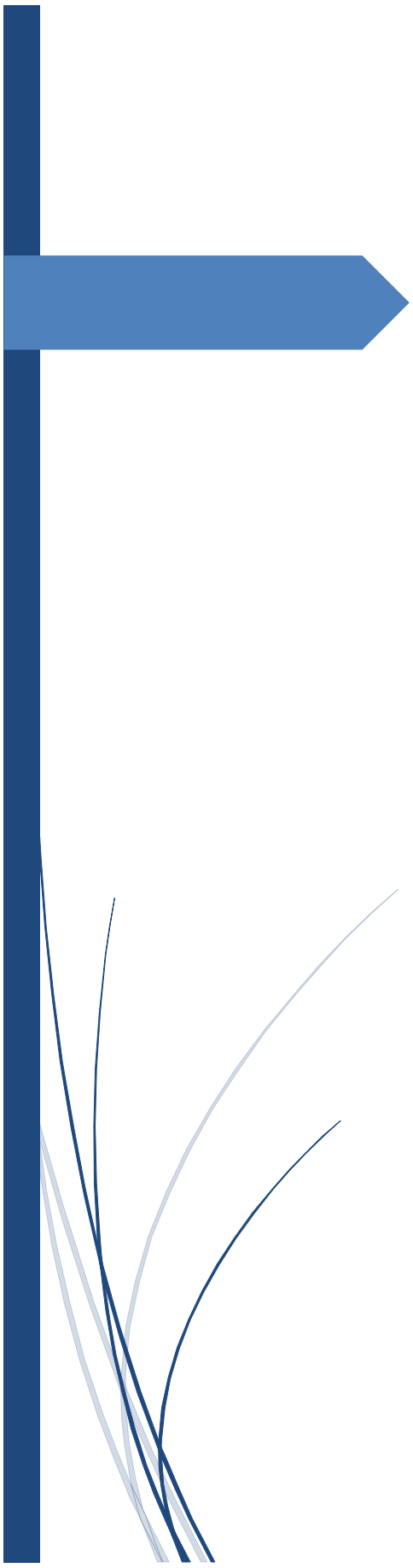
FCC Guide Scholarship Compliance Handbook 2025



Prayer (based on Eph 4:1-6): Lord God, help us to live in a manner worthy of the call you have placed in our hearts, a call to educate and form your children. Please bless us with all humility and gentleness, with patience, and with the ability to bear with one another through love. We ask that you help us to preserve the unity of the spirit through the bond of peace. Help us to truly be one body and one Spirit, believing in you, the one Lord, with one faith, through one baptism. We thank you, God and Father of all, who is overall and through all and in all, for the blessings you have given us. May we use these blessings for your honor and glory. Glory be to the Father and to the Son and to the Holy Spirit. As it was in the beginning is now and ever shall be world without end. Amen.

Scholarship Compliance for Florida's Private Schools
These comprehensive guidelines and references should be shared with everyone in the school who is involved with the compliance requirements of the state scholarships (other administrators, administrative assistants, bookkeepers, business managers, nurses, etc.).

There are many aspects of compliance when it comes to the state scholarship programs in Florida. This guide focuses on the various requirements and responsibilities of the school administrator.

- **Deadlines**
  - Annual Survey
  - Scholarship Compliance Form
  - Required Assessments
  - Audit
- **Documentation**
  - Why it is important
  - School Administration
  - School Staffing
  - School Program
  - Student Health, Safety, and Welfare
  - Student Records
  - School Facility
- **Communication**
  - Important Contact Information
  - Community Relations Team at SUFS
  - Links & Acronyms
  - Diocese and FCC

Deadlines

- **Ensure the school has access to the FLDOE website**
  - The principal should have login credentials: https://www.floridaschoolchoice.org/login/login_private_school.asp
  - See the Update Notification Form in the Appendix (Page 15), if needed
- **February 1**
  - Scholarship Compliance Form
  - All compliance issues resolved by April 1
- **May 1**
  - Annual Private School Survey
- **August 15**
  - Norm Referenced Test Results
- **September 15**
  - Agreed Upon Procedures Audit

Annual Survey – Must be Submitted by May 1

Must be completed by all nonpublic schools. It is completed online. A copy is printed, dated, and notarized. It is mailed to the Florida Department of Education. It contains basic school information regarding: the school program, student count and demographics, teacher count, and high school graduate data. **New last year** Assurance of Compliance with F.S. 553.865. By submitting the survey the school acknowledges compliance with: That restrooms are designated for exclusive use by males or females, or that there is a single occupant restroom;

- That changing facilities are designated for exclusive use by males or females, as defined by Section or that there is a single occupant changing facility;
- That the student code of conduct has been updated with disciplinary procedures for students that enter rooms for the opposite sex and refuse to leave
- That the private school has established procedures for employees that enter rooms for the opposite sex and refuse to leave; instructional personnel who do this commit a violation of the Principles of Professional Conduct for the Education Profession

A sample survey is in the appendix (Page 17).

Scholarship Compliance Form – Must be Submitted by February 1

All private schools receiving state scholarships must complete this form. It is completed online. A copy is printed, dated, and notarized. It is mailed to the Florida Department of Education. Specific documentation is required each year. When this document is submitted, the principal is stating that the school is in compliance with state requirements. Once the department has received the form and necessary documentation, it is reviewed and approved. The school will then receive a confirmation letter from the department, stating that the school is in compliance. If that letter is not received, in a timely manner, the principal should contact the FLDOE regional manager for more information. A sample form is in the appendix (Page 24)

Required Assessment
All private schools receiving state scholarships must either administer the state test or a test from the approved norm-referenced tests list to students in grades 3-10. Results must be given to parents. The score sheets (including name, testing date, and NPR) must be given to Learning Systems Institute by **August 15.**

Dr. Bodunrin Akinrinmade
Learning Systems Institute Florida State University
2010 Levy Avenue, Suite B 3200
Tallahassee, FL 32310
bakinrinmade@fsu.edu

Norm-Referenced Assessment
Below is the list of approved norm-referenced assessments, as of August 2024.

1. Comprehensive Testing Program (CTP)
2. Curriculum Associates – i-Ready Assessments
3. Educational Development Series (EDSERIES), Forms J and K
4. Iowa Assessments-Core Battery, Forms E, F, and G
5. Iowa Tests of Basic Skills (ITBS)-Core Battery, Forms A, B, and C
6. Iowa Tests of Basic Skills (ITBS)-Complete Battery, Form C
7. Iowa Tests of Educational Development® (ITED®), Form C
8. Kaufman Test of Educational Achievement Third Edition, Comprehensive Form (KTEA-III)
9. NWEA Measures of Academic Progress (MAP)
10. Pivot INSPECT Summative Assessment
11. PSAT 8/9
12. PSAT 10
13. PSAT/NMSQT®
14. SAT
15. PreACT Secure
16. ACT
17. Classic Learning Test (CLT3-8, CLT10, CLT)
18. Thrive Academics Performance Series (Developed by Scantron Corp)
19. Stanford Achievement Test, Tenth Edition (Stanford 10)
20. Renaissance Star Assessments (Early Literacy, Reading, Math)
21. TerraNova, Third Edition (TerraNova 3)
22. TerraNova NEXT
23. Edmentum Exact Path
24. Wide Range Achievement Test, Fourth Edition (WRAT4) and Fifth Edition (WRAT5)

See https://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.stml for the current listing.

Audit Required at $250,000 Scholarship Funds – due September 15
Once a school receives $250,000 or more in scholarship funds, it is required to have an audit completed by an independent CPA, using the agreed upon procedures. Full details are available: https://www.stepupforstudents.org/schools-and-providers/agreed-upon-procedures/ (including slide decks and recordings).

The school addresses material exceptions and follows the plan to correct reportable exceptions. Three years of a similar reportable exception becomes a material exception. Material exceptions require a Corrective Action Plan from the school to the SFO. Material exceptions are sent to the Commissioner of Education by the SFO.

In general, the CPA will review the following areas.

- **School eligibility**
  - The FLDOE compliance letter demonstrates that the school is eligible for the program.
- **Adequate accounting system**
  - Accounting software information
- **Adequate system of financial controls**
  - Federally insured institution documentation: each year the school must demonstrate that its bank is insured by Bauer, Fitch, Moody, etc.
  - Bank reconciliation documentation completed on a regular basis
  - Non-education related expenses detailed
  - Shared expenses explained
  - Approved budget, regular reporting in the minutes of the board or finance committee
- **Adequate process for deposit and classification of scholarship funds**
  - Total number of scholarships and total dollar amounts
- **Properly expended scholarship funds for education-related expenses**
  - Education-related total vs. scholarship, providing proof that the school does not accept more funds than it needs for education related expenses
- **Other procedures**
  - Tuition & fee schedule, in general (what has been reported to the SFO and posted) compared to what is charged to students
  - School academic calendar, showing 180 days of school with 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.
  - Attendance policy and attendance records. The auditor will review at least10 students' attendance records, checking to see if they are physically present in the school.

The auditor will review all financial documents in detail and meet with the bookkeeper. The above listing are the items that pertain more to the school administration and school policies. The Agreed Upon Procedures for the 2024-2025 and 2025-2026 FYs is in the appendix (Page 32).

Documentation – Why is it Important?
When the forms are completed, the person completing them must have the documentation to support it, including the required assessment data and the audit report. The state could as for any documentation to be produced at any time. If the documentation is lacking or does not exist, this could be viewed as fraud. At that time, the school could lose scholarships and it could affect the diocese, as well. The principal or person signing the forms could then be put on the disqualification list, as well.

Scholarship Compliance – FLDOE letter or visit
When FLDOE receives a credible complaint or notice of investigations or arrests, the Office of Independent Education and Parental Choice (School Choice Office) sends a letter to the principal, similar to this: It has been brought to our attention that your school may be in violation of laws governing the state school choice scholarship programs. Pursuant to section 1002.421(2), Florida Statutes, if the department has reasonable cause to believe that a violation has occurred, **it shall conduct an inquiry** or make a referral to the appropriate agency for an investigation. As evidence of compliance with program requirements, please provide the following documents:

- A list of all owners, operators, and employees (teachers and other personnel) and their position titles;
- Results of current **FDLE Level 2 background screening** with any updates to arrest records for all owner's, operators, employee and contracted personnel;
- Results of **employment history checks**, including **educator screening tools**, for **each** of the personnel's or administrators' **previous employers**;
- Evidence (for each teacher) **at least one of the following**: (1) Three or more years of teaching experience; (2) A bachelor's degree or higher in any subject area; (3) or any special skills, knowledge, or expertise that serves as qualification to provide instruction in accordance with section; and
- Evidence that **notices regarding abuse and misconduct have been posted** at the school.

The school then has about two weeks to collect and submit all of this documentation. This is why it is important to have it ready at all times.

Leadership Succession Plan Template
A leadership succession plan template is in the appendix and available in the Resources Module of Accreditrac, as well as in the Elementary and Secondary School Manuals on www.eas-ed.org. A section for scholarship compliance is included. (Page 41)

Documentation for Scholarship Compliance Form
The next section of this guide relates to the specific sections of the scholarship compliance form and the documentation that is needed.

- **School Administration**
  - Handbook; Reporting

- Code of Ethics
- Hiring Process
- Employment History Verification

- **School Staffing**
  - Staff Files
  - Staff Spreadsheet
- **School Program**
  - Website/Handbook Checklist
  - Calendar & Attendance
- **Student Health, Safety, and Welfare**
  - Health Files
  - Posting in School
- **Student Records**
  - Student Files & Attendance Records
- **School Facility**
  - Facility Reports

School Administration
Information regarding compliance with background screening should be n staff handbooks. (All handbook statements should have diocesan approval.)

Reporting Incidents – Contact superintendent, immediately
All personnel have the duty to report abuse to DCF. Ensure that ***diocesan protocols*** are followed. In addition, professional practices, and the school choice office at the Florida department of education must be contacted:

- Arrest of staff member (on or off property), allegations under investigation – ***diocesan protocols***, professional practices, school choice office
- Formal letter on official letterhead should be sent to Jacqueline Hitchcock, Jacqueline.Hitchcock@fldoe.org, with the following information:
  - The name of the employee and position title.
  - Did the school do an internal investigation, if so, what were the findings.
  - The date of the arrest, whether the employee was terminated, and a copy of the notification sent to the employee.
  - Whether the school notified PPS and, if so, provide the date of notification.

Code of Ethics for All Instructional Personnel, Education Support Personnel, and Administrators
Each school must have a code of ethics. (Each diocese has an approved Code of Ethics – use it and not the sample from the FLDOE.) Every staff member must sign it. It should be on the website, in some form. The Code of Ethics must include:

- Training requirement statement (and document the training)
- Duty to report abuse and misconduct
- Procedure to report misconduct

- Liability protection

Hiring Process
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.?

Employment History Verification
If the diocese has forms for this, use them. Obtain a list of all previous employers from the candidate/employee. Document attempts to contact the employer. Document review in educator screening tools for all employees with direct contact with students: BEC-PASS and Professional Practices. Document review of the Disqualification List for all staff members hired after June 1, 2022.

Staff Files
Ensure that documentation is available for every staff member, as described.

- **Anyone with direct contact with students no matter when they were hired**
  - Level 2 background screening results
  - History checks (previous hires must have something)
  - BEC-PASS documentation
  - Professional Practices documentation
- **All teachers no matter when they were hired**
  - Certificate, transcript, or letter from superintendent
- **Anyone hired after June 1, 2022**
  - Results from disqualification list

Up to Date Staff Spreadsheet
Ensure an up to date staff sheet is available with the following information.

- Name
- Date of Hire
- Specific Position
- Degree
- Certification
- Fingerprint
- Previous Employers Checked
- BEC-PASS
- Professional Practices
- Disqualification List
- Virtus/Protecting God's Children
- Catechist Certification

School Program

Website and/or Handbooks Checklist

The school website and/or parent handbook should include information about the following.

- Programs and services the school offers
- Nondiscrimination statement, as approved by the diocese
- Qualifications of classroom teachers: either the individual teacher's qualifications, such as degrees and certifications or a general statement about all teachers' qualifications
- Access to quarterly report cards (and/or access to SIS)
- Code of Ethics
- Duty of all employees to report abuse
- How to report abuse/educator misconduct
- Statement regarding school permanent closure or governance change (parents notified; files transferred)

Calendar & Attendance

Ensure the school calendar has one hundred eighty (180) days with a minimum of one hundred seventy (170) actual school days and the hourly equivalent of:

- Kindergarten: Five hundred forty (540) net instructional hours.
- Grades 1-3: Seven hundred twenty (720) net instructional hours.
- Grades 4-12: Nine hundred (900) net instructional hours.

Ensure the attendance policy provides a means for regular attendance for all students and is implemented the same for all students. Daily attendance must be documented. This must also be kept in the student permanent record. The school must also maintain an annual daily attendance log for entire student body.

Student Health, Safety, and Welfare

Health Files

Student health files may be kept within the cumulative file or in a separate file. It must contain the following.

- **DH 3040** – maintain school entry health form
- **DH 680** – current immunization form
- **Scoliosis screening report** at grade six

Elementary schools must also complete the DH 684 – school report for kindergarten and grade seven.

Posting in school

- **Post in staff areas**: All employees duty to report abuse and procedure to do so
- 11 x 17 Posters in Large Print at Student Eye Level in English & Spanish
- Posters have been updated: https://www.fldoe.org/teaching/professional-practices/reporting-misconduct-abuse.stml

Student Records

Permanent record

The school must keep a permanent record for each child. It should include:

- Name
- Birthdate, place of birth
- Race, sex
- Address
- Parents' names
- Name and location of last school attended
- Date enrolled and date withdrawn/graduated, attendance information for each year
- Courses taken and grades

Cumulative files

The school must keep cumulative files. These may be electronic, paper, or a combination. They must include:

- Copy of birth certificate (means of authenticating birthdate and parents)
- Health & immunization forms: DH 3080 and DH 680; scoliosis report for grade 6
- Report cards, interim reports
- TerraNova scores; Approved HS assessment scores
- Honors received
- Service plans
- Daily attendance

Attendance Records

As mentioned previously, the school must keep individual student attendance records in the cumulative and permanent files. The school must also keep a daily attendance log of the entire student body. This log must be kept according to diocesan record retention policies.

School Facility

Facility Reports

The school must maintain facility reports. These should be kept according to diocesan record retention policies.

- **DH 1777** Radon Measurement Report for non-exempt counties (initial report and second report five years later)
- **DH 4160** Sanitation Standards for K-12 Private Schools
- **Fire Department inspection report** (check: SFM | Public School Fire Safety Report System (bebr-app.com) to ensure a complete and accurate report has been filed)
- **Health Department inspection report** regarding food storage, preparation, and/or service
- Maintain **auto liability policy**

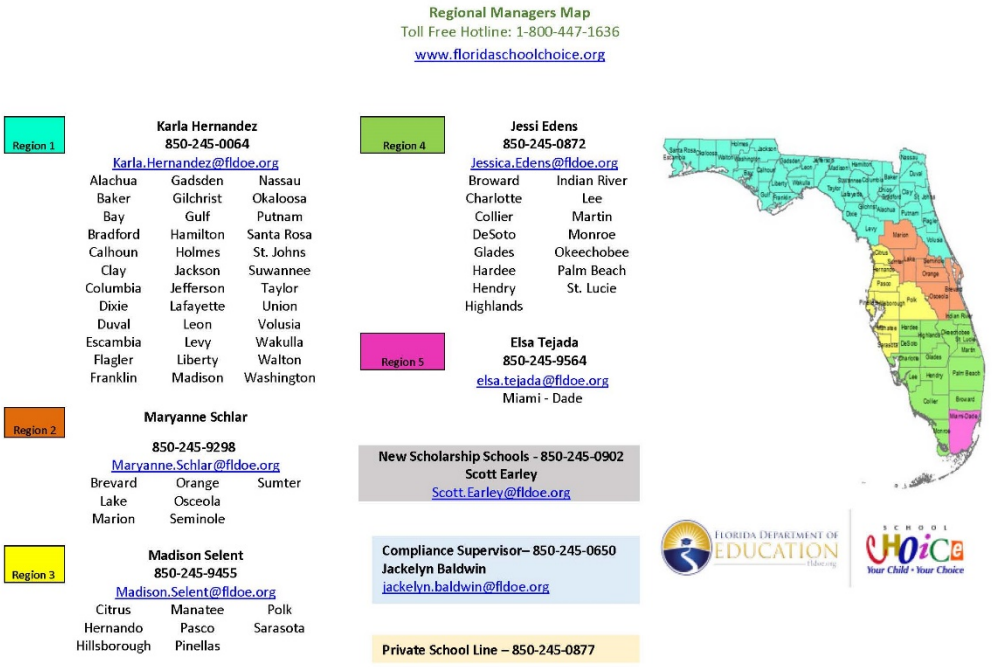
Communication

This section of the guide includes information about communicating with the various agencies involved with scholarship compliance in Florida.

- **Important Contact Information**
  - Florida Department of Education – manages scholarship compliance
  - Scholarship Funding Organizations – manages enrollment and payment
- **Community Relations Team at SUFS**
  - Listserv
  - Monthly Office Hours
- **Links & Acronyms**
  - More information, handbooks, recordings
- **Your Diocese and the Florida Catholic Conference**
  - Any question, new situation, unusual request, open inquiry

Scholarships Program Requirements are Managed by School Choice Office (Dept. of Ed.)

- **FLDOE Regional Manager** (A listing by county is in the appendix (Page 83).



- Region 1
  - Karla Hernandez
  - 850-245-0064
  - Karla.Hernandez@fldoe.org

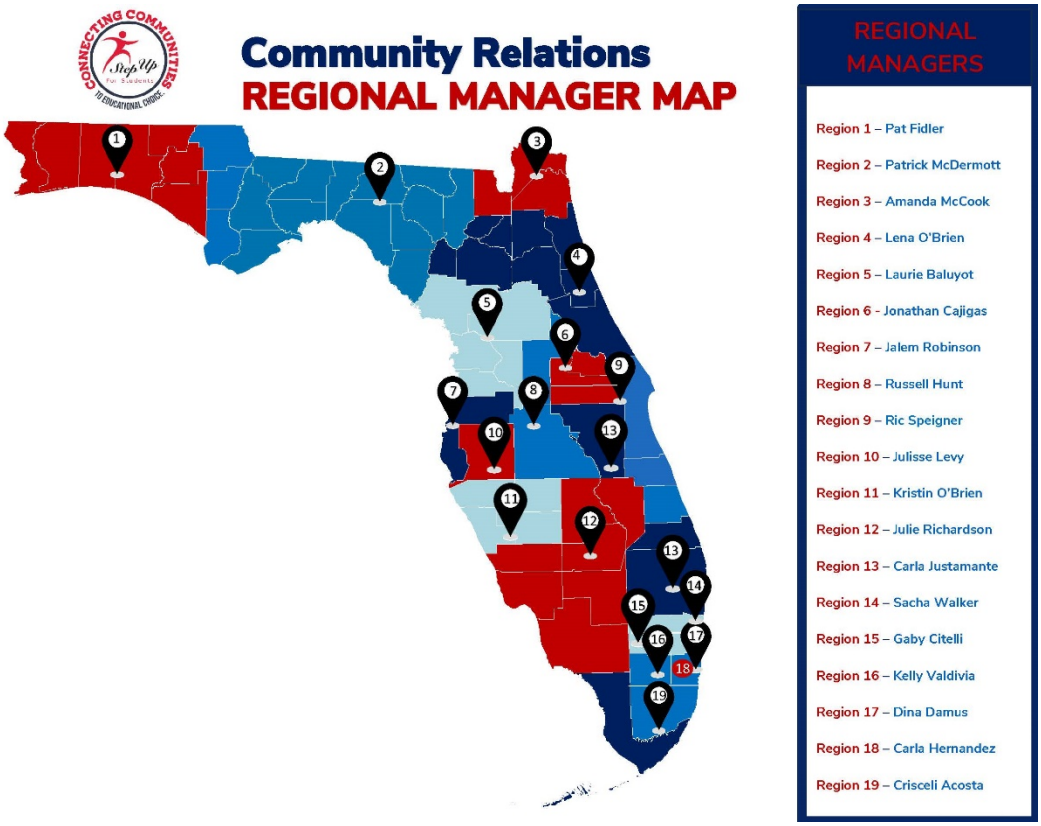
- Region 2
  - Maryanne Schlar
  - 850-245-9298
  - Maryanne.Schlar@fldoe.org
- Region 3
  - Madison Selent
  - 850-245-9455
  - Madison.Selent@fldoe.org
- Region 4
  - Jessi Edens
  - 850-245-0872
  - Jessica.Edens@fldoe.org
- Region 5
  - Elsa Tejada
  - 850-245-9564
  - Elsa.tejada@fldoe.org

- **Open Inquiries**
  - Jacqueline Hitchcock
  - 850-245-0861
  - Jacqueline.Hitchcock@fldoe.org

- **Compliance Supervisor**
  - Jackelyn Baldwin
  - 850-245-0650
  - Jackelyn.Baldwin@fldoe.org

Scholarships – Student Enrollment and Payments are Managed by SUFS & AAA Scholarships

AAA Scholarships
Kim Dyson, president
kim@AAAscholarships.org
888-707-2465



(A listing by county is in the appendix Page 85)

Community Relations Team at SUFS

The Community Relations Team at SUFS sends out reminder emails and invitations on a regular basis. Ensure administration is on the listserv. Email cx@sufs.org for more information. At least one administrator should be signed up for text alerts for schools from SUFS. Someone from the school should participate in the Monthly Office Hours.

Links & Acronyms

Scholarship Compliance Links

SUFS Handbooks: https://www.stepupforstudents.org/schools-and-providers/#provider-handbooks

SUFS Community Relations: Schools - Community Relations (sufs.org)

Register for Community Relations Office Hours

Scholarship Acronyms

AAA	AAA Scholarship (Scholarship Funding Organization)
SFO	Scholarship Funding Organization
FLDOE	Florida Department of Education
SUFS	Step Up For Students (Scholarship Funding Organization)
FES-EO	Family Empowerment Scholarship – Educational Options
FES-UA	Family Empowerment Scholarship – Unique Abilities
FTC	Florida Tax Credit Scholarship
AUP	Agreed Upon Procedures Audit
FCC	Florida Catholic Conference
EMA	Step Up For Students' platform

Always Contact the Superintendent

The diocesan superintendent has information and can assist the administration in all areas of scholarship compliance. Always contact him or her when there are compliance questions, funding questions, a new situation, an open inquiry, and most especially, if there is a question about reporting misconduct.

The FCC accreditation office has information and can assist, as well. If more information is needed or assistance at the state level, contact our office.

Mary Camp, associate director for accreditation
mcamp@flacathconf.org
850-224-7906

Appendix

FLORIDA DEPARTMENT OF EDUCATION

Office of Independent Education and Parental Choice

UPDATE NOTIFICATION FORM

School Name _____

School Code_____ County_____ Today's Date_____

Please attach the requested documentation and fax, mail, or email this form to our office. See Page 2 for instructions.

Change of Owner/Chief Administrative Officer

Name of Former Owner/Chief Administrative Officer: _____

Name of New Owner/Chief Administrative Officer: _____

Per 1002.421(1)(p)6, Florida Statutes, "At least 30 calendar days before a transfer of ownership of a private school, the owner or operator shall notify the parent of each scholarship student." The parents were notified on .

Change of Director/Principal

Name of Former School Director/Principal: _____

Name of New School Director/Principal: _____

New School Director/Principal Email: _____

Change of School Name

New School Name _____

Change of School/Facility Address

New Physical Address City/State Zip Code

New Mailing Address (if different from above) City/State Zip Code

New Phone Number New Fax Number

Signature of Person Appointing Authority or Authorizing Change Printed Name

UPDATE NOTIFICATION FORM **P 2**

Please see below for the documentation to attach in support of the update request. Once our office has reviewed your documentation and updated the database, your school must submit a revised Annual Survey and Scholarship Compliance Form to complete the update process.

Update	Documentation*
Change of Owner/Chief Administrative Officer	Level 2 Livescan Fingerprint Report from FDLE Paperwork from Department of State Division of Corporations (Sunbiz)

Per 1002.421(1)(p)7, Florida Statutes, "The owner or operator of a private school that has been deemed ineligible to participate in a scholarship program pursuant to this chapter may not transfer ownership or management authority of the school to a relative in order to participate in a scholarship program as the same school or a new school." See the statute for who is considered a "relative."

Change of Director/Principal	Level 2 Livescan Fingerprint Report from FDLE
Change of School Name	Paperwork from Department of State Division of Corporations (Sunbiz)
Change of School/Facility Address	Satisfactory Health Inspection Fire Inspection (Satisfactory & Violation Free) Radon Testing DH 1777 form & Lab results (if applicable to your county)

*Additional documentation may be requested

Fax, mail, or email the completed Update Notification Form and accompanying documentation to the attention of your Regional Manager.

Fax: 850-245-0875
Email: schoolchoice@fldoe.org

Mail: Office of Independent Education and Parental Choice
325 W. Gaines Street, Room 1044
Tallahassee, FL 32399-0400

Private School Annual Survey

*** Required Fields**

Section 1: General Information		
*	1) School Name	
*	2) School Code	
*	3) District	
*	4) Date School Established	
*	5) Physical Address (no P.O. box)	
*	6) City, State, Zip	FL
	7) Mailing Address (if different)	
	8) Mailing Address City, State, Zip	FL
*	9) School Phone (xxx) xxx-xxxx	Ext.
	10) Secondary Phone (xxx) xxx-xxxx	Ext.
*	11) School Fax (xxx) xxx-xxxx	
	12) School Web site (e.g.,	

http://www.floridaschoolchoice.org)

*	13)	Owner/Chief Administrative Officer(first name, last name)	
*	14)	School Director/Principal(first name, last name)	
*	15)	School Director/Principal E-mail	
	16)	School Contact Person (if different from director)	
	17)	School Contact E-mail	

Section 2:Program Information

*	1)	Select the lowest grade for which instruction is provided.	
*	2)	select the highest grade for which instruction is provided.	
*	3)	Enter the number of	

days for the academic year.

* 4) Is your school a Military School? ○ Yes ○ No

* 5) Is your school a Religious School? ○ Yes ○ No

6) If you answered Yes to Question 5, please indicate the Denomination. [ ]

* 7) Students ○ Boys ○ Girls ○ Co-Ed

* 8) Program Types

☐ Correspondence ☐ Home-based ☐ Pre-K ☐ Special

☐ Exceptional ☐ Hospital ☐ Regular ☐ Virtual

* 9) Is this school a nonprofit organization? ○ Yes ○ No

* 10) Does this school have classes exclusively for children with exceptionalities? ○ Yes ○ No

* 11) Does this school offer exceptional student education services and other related services? ○ Yes ○ No

12 If you answered yes to question 10, please select disabilities served and

) services offered(check all that apply):

☐ Autism Spectrum Disorder	☐ Gifted	☐ Other Health Impaired
☐ Deaf Or Hard Of Hearing	☐ Hospital/Homebound	☐ Physical Therapy
☐ Developmentally Delayed	☐ Intellectual Disability	☐ Specific Learning Disability
☐ Dual-Sensory Impaired	☐ Language Impaired	☐ Speech Impaired
☐ Emotional/Behavioral Disability	☐ Occupational Therapy	☐ Traumatic Brain Injured
☐ Established Conditions	☐ Orthopedically Impaired	☐ Visually Impaired

Section 3: Student Information * INCLUDE FLORIDA RESIDENT STUDENTS ONLY*****

Enter the number of students enrolled for the current academic year. If none, enter "0".

* 1)	Pre-K	* 8)	Grade 6
* 2)	Kindergarten	* 9)	Grade 7
* 3)	Grade 1	* 10)	Grade 8
* 4)	Grade 2	* 11)	Grade 9
* 5)	Grade 3	* 12)	Grade 10

* 6)	Grade 4	* 13)	Grade 11
* 7)	Grade 5	* 14)	Grade 12
		15)	Total Total

Race and Ethnicity Breakdown of Students:

Ethnicity

1) Students of Hispanic/Latino Origin

Race

1) American Indian or Alaska Native
2) Asian
3) Black or African American
4) Native Hawaiian or other Pacific Islander
5) White

Of your total students how many are enrolled in:

* 1) Exceptional Student Education
* 2) Career Education

Of your total Florida students how many are:

*	1) Male	
*	2) Female	

Section 4: Teacher Information

Enter the number of teachers/administrators for current academic year. If none, enter "0".
Count each employee only once, even if they serve in multiple roles.

*	1) Pre-K		*	6) Librarians/Media Specialists	
*	2) Kindergarten		*	7) Guidance Counselors	
*	3) Grades 1-5		*	8) Administrators	
*	4) Grades 6-8			9) Total	Total
*	5) Grades 9-12				

Section 5: Graduate Information *** INCLUDE FLORIDA RESIDENT STUDENTS ONLY***

Enter the number of high school graduates from last spring now, and the number of students attending the following types of institutions. If none, enter "0".

*	1) Total Number of Florida Graduates Last Spring	

*	2) FL Public Community Colleges	
*	3) FL Private Junior Colleges	
*	4) FL Public Universities	
*	5) FL Private Colleges & Universities	
*	6) Out of State Colleges & Universities	
*	7) FL Nonacademic Post-Secondary Schools	
*	8) Out of State Nonacademic Post-Secondary Schools	

Section 6: Assurance of Compliance with Section 553.865

Private schools must comply with all applicable requirements of Section 553.865, F.S., pertaining to the use of restrooms and changing facilities by males or females, based on biological sex at birth, including the subsections that require the following:

• That restrooms are designated for exclusive use by males or females, as defined by Section 553.865(3), F.S., or that there is a unisex restroom;

• That changing facilities are designated for exclusive use by males or females, as defined by Section 553.865(3), F.S., or that there is a unisex changing facility;

• That the student code of conduct has been updated according to Section 553.865(9)(a), F.S.;

• That the private school has established procedures for employees according to Section 553.865(9)(d), F.S., and

• Instructional personnel and administrative personnel as described in Section 1012.01(2)-(3), F.S., or the equivalent of such personnel for a private school, who violate any provision of Section 553.865, F.S., commit a violation of the Principles of Professional Conduct for the Education Profession under Rule 6A-10.081, F.A.C.

By submitting this application, and signing to attestation referenced at the top of this application, the school is providing an assurance that it is fully compliant with Section 553.865, F.S.

Scholarship Compliance Form (Must use the online form)

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 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 435.40, 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? • 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?	
I)	* In compliance with section 1002.421(1)(o), and 1002.421(1)(r), F.S., does the school: • 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: • 3 or more years of public and/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)1., 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., 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.

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.

G) * 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.

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

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 schoolowned 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 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-6.03315, 6A-6.0960, 6A-6.0952, and 6A-6.0951, 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:

SCHOOL FINANCIAL REPORT REQUIREMENT

Florida School Choice Programs

March 15, 2024

Fiscal Accountability for Participating Schools
Guidelines and Procedural Requirements Guide

Overview

Florida Statute 1002.421(1)(q) requires schools participating in educational scholarship programs established pursuant to Chapter 1002, specifically, the Florida Tax Credit Scholarship, Family Empowerment Scholarship for Educational Options, Family Empowerment Scholarship for Students with Unique Abilities (formerly known as Gardiner and McKay scholarships[1]), and the Hope Scholarship (collectively, the "Scholarships") and receiving more than $250,000 in funds from the Scholarships awarded during the state fiscal year from July 1 of a calendar year to June 30 of the next calendar year (a "Fiscal Year") to file a fiscal accountability report annually. The fiscal accountability report focuses on the use of the Scholarship funds and the financial procedures and controls in place at the schools.

The participating school must engage with an independent Certified Public Accountant (the "CPA") firm currently licensed to perform attest engagements in Florida to 1) perform an Agreed-Upon Procedures ("AUPs") engagement in accordance with the standards established by the American Institute of Certified Public Accountants in Statements on Standards for Attestation Engagements (SSAE No. 21 AT-C Section 105 and SSAE No. 19 AT-C Section 215), and 2) prepare an Independent Accountant's Report on Applying Agreed-Upon Procedures (the "AUP Report"). The CPA's staff must comply with the school's policy for screening and managing its visitors.

The school is required to submit an original copy of the AUP Report to the state-approved nonprofit Scholarship Funding Organization ("SFO") that provided it the majority of the Scholarship funds awarded during that Fiscal Year. The AUP Report is

[1] In the 2021-22 school year, the Gardiner Scholarship Program became part of the Family Empowerment Scholarship Program and was renamed Family Empowerment Scholarship for Students with Unique Abilities or "FES-UA". In the 2022-23 school year all John M. McKay Scholarships for Students with Disabilities also became part of FES-UA and were administered by the SFOs.

due to the SFO by September 15 following the end of that Fiscal Year.

The SFO must annually report to the Commissioner of Education by October 30 of that year: 1) a school's failure to file the AUP Report, and 2) any Material Exceptions set forth in the AUP Report. Reportable Exceptions set forth in the AUP Report will be reviewed by the SFO, which may provide a recommendation for corrective action to the school. If the same or substantially the same Reportable Exception is reported in three consecutive years, that same or substantially same exception should be reported as a Material Exception by the CPA in the third year and each year thereafter that it remains uncorrected.

The following revised AUPs were developed by eligible SFOs participating in a joint biennial review as required by Florida Statute 1002.395(6)(o)(1)(b) and include input from the accrediting associations that are members of the Florida Association of Academic Nonpublic Schools and the Florida Department of Education.

The Agreed-Upon Procedures for the 2024-25 and 2025-26 school years

I. School Eligibility

A. Obtain and include a copy of the compliance letter or other proof of eligibility from the Florida Department of Education.

B. Verify the proof of eligibility covers the Fiscal Year and Scholarships for which the AUP is performed.

C. Report any exceptions found as Material Exceptions.

II. Adequate Accounting System:

A. Inquire and document the name of the accounting software or systems used to maintain the school's financial records.

B. Verify the accounting software or systems allows the school to record financial transactions conducted, including deposits and disbursements, in a complete and self-balancing accounting system. The software or system should be capable of generating a trial balance, financial statements, student account statements and other sub-ledger reports.

C. If a separate non-self-balancing system for student account statements is used, inquire whether student accounts are regularly reconciled to the general ledger. If yes, inspect a reconciliation for one month.

D. Report any exceptions found as Material Exceptions.

III. Adequate System of Financial Controls:

A. Cash Balances:

1. Inquire, verify, and document whether the school's scholarship funds are held at a federally insured depository institution. If funds are not held at a federally insured depository institution, report as a Reportable Exception.
2. Inspect three months of the school's statements (including the June 30th Fiscal Year-end statement) for all bank and investment accounts holding scholarship funds and determine whether the average daily account balance exceeded the FDIC limit of $250,000 during the months' statements being inspected.
    i. If the FDIC limit is exceeded, inspect and include documentation indicating that the school annually reviews the bank's rating by a reputable ratings provider, which may include, but is not limited to Bauer Financial, Fitch, Moody's, Standard and Poor's.
        a. Determine if the rating is within the top two ratings of the provider's scale.
    ii. If the school took no such action to protect the scholarship funds or the rating is below the top two ratings of the scale, report as a Reportable Exception.

B. Bank Reconciliations:

1. Obtain the bank reconciliations associated with the bank statements inspected in step III (A) (2) above. Observe whether reconciliations of all bank accounts holding scholarship funds were completed for these three months within 60 days of each month end and if reconciling items were resolved prior to the bank's deadline for reporting errors.
2. Inquire and verify the bank reconciliations are independently reviewed by the school's management.
3. Report any exceptions found as Material Exceptions.

C. Non-Education Related Expenses:

1. Inspect the school's general ledger and observe if there are expenses with a description that is not education related. (see Appendix 2)
2. If there are, select a sample of 5 non-education related expenses. Observe whether these 5 expenses are identified and reported separately from education-related expenses.
3. Report any exceptions found as Material Exceptions.

D. Shared Expenses:
    1. Inquire if the school shares expenses (i.e., administrative salaries, facilities costs) with another organization(s) (i.e., affiliated church, day care or other school).

       If costs are shared, inspect the general ledger and observe if the shared expenses are allocated and tracked separately from non-shared expenses.
    2. List the organization(s) and expense types shared.
    3. Inquire and document the methodology used to allocate shared expenses.
    4. Report any exceptions found as Material Exceptions.

E. Internal Controls:
    1. Inquire and observe if the school has written policies or standard practices to adequately establish proper financial controls including segregation of duties and if the policies or practices are being consistently followed for:
        i. Cash Receipts
        ii. Capital Expenditures
        iii. Payroll –including time and attendance, calculations and pay rate and deduction changes.
        iv. Operating Expenditures
        v. Shared Expenses - Costs shared by the school with another organization should be allocated between the organizations in a systematic and rational approach.
    2. In the absence of written policies, briefly describe the standard practices used to establish proper financial controls over the transactions listed above.
    3. Report any exceptions found as Material Exceptions.

F. Budgets and Financial Statements:
    1. Inquire if an annual budget is prepared and approved by the school's governing body prior to July 1st each school year. If the school does not have a board of directors, the school must document the estimated budget on school letterhead prior to July 1st. This should be dated and signed by administration along with the additional reviews in step III(F)(2).
    2. Inquire if any budget amendments were made and approved by the school's governing body thereafter, and if actual results are periodically reviewed in comparison to budgeted amounts and reported to the school's governing body at least twice annually.
    3. Inspect the financial sections of all minutes of the meetings of the

school's governing body that occurred during the current school year, and those immediately preceding it, and determine adherence with step III(F)(1-2).

4. Report any exceptions found as Reportable Exceptions.

IV. Adequate Process for Deposit and Classification of Scholarship Funds:

A. Document the total number of students participating in each of the Scholarships and the total value of scholarship funds received from each of the Scholarships.

B. For Scholarship payments received as Electronic Funds**:**

1. From IV (A) select a sample of the greater of 10 electronic funds transfers or 5% of the Scholarship student population. The sample should include at least 2 students (*or one if only one student participating in a given program attends the school*) from each Scholarship program in which the school participates that distributes funds by electronic funds.
2. Observe and confirm whether the sampled students' scholarship payments were recorded in accordance with the policies or standard practices identified in section III (E)(1)(i) and whether the funds are classified in the general ledger as tuition, books and fees payments and recorded in the corresponding general ledger bank account.
3. Observe and confirm whether the funds are deposited into the school's bank account and posted to each student's tuition account/statement.
4. Report any exceptions as Material Exceptions.

V. Properly Expended Scholarship Funds for Education-Related Expenses:

A. By inspecting the general ledger, identify and document a list of the total Fiscal Year (*July 1 – June 30*) education-related expenses by category (see Appendix 2). Include a summarized list with the report. Do not include non-education related expenses.

B. Calculate the school's total education-related expenses for the Fiscal Year. Document if the total expenses are equal to or greater than the dollar value of the Scholarship funds received including any excess funds carried over from the previous year. Document any excess funds from the previous year that are included.

If funds received exceed the total education-related expenses and are not returned, the school must prepare a detailed list of the education-related expenses that are (or will be) funded in the subsequent year with the expected date of use.

Include the school prepared list with the AUP Report.

C. Using the list developed in V (A) above, select a sample of education-related expenses incurred during the Fiscal Year using the table below to determine sample size. For each item sampled, inspect supporting documentation and confirm whether the expenditure:
    1. Is education related.
    2. Was authorized in accordance with the policies identified in III (E) above.
    3. Is classified appropriately in the general ledger and was paid timely and accurately from the school's bank account(s). For this purpose, paid timely means no more than 10% of the sample size is paid greater than 30 days after the due date. For payroll expenditures sampled, re-calculate pay based on corresponding time and attendance, pay rate and deductions records properly authorized in accordance with the policies identified in III (E) above.

Value of Total Education-Related Expenditures		**Sample Size**
From	**To**	
$ 250,000	$ 500,000	30
$ 500,001	$ 750,000	45
$ 750,001	$ 750,001+	60

Each of the categories listed in III (E) (1) (i-v), if applicable, must be represented equally in the selected sample of items selected.

Combined Expenses: When multiple schools are managed by a single system and cannot be identified separately in the general ledger, a separate and equal sample for each school must be taken based on the total combined education-related expenses.

Report any exceptions found in V (B-C) as Material Exceptions.

VI. Other Procedures:

A. Obtain by inquiry and record the total number of Scholarship and Non-scholarship students attending the school during the year being reported on.

B. Obtain a copy of the tuition & fees schedule for the school year being reported on. Select a sample of 10 scholarship students or 5% of the total number of scholarship students (whichever is greater). Compare the tuition and fees charged and confirm the sampled students' tuition and fees are consistent with the tuition and fees for non-scholarship students. Report any exceptions found as Reportable Exceptions.

C. Obtain the school's calendar. Calculate the school's operating term (school year). Compare the school's operating term with State Board of Education Rule 6A-1.09512 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. Report any exceptions found as Material Exceptions.

D. Inspect the school's attendance policy and confirm they maintain attendance records. Using the sample selected from VI (B) observe the attendance records for each selected students and observe that attendance was taken for the selected students on one randomly selected school day in each quarter of the school year being reported on and during which that student was enrolled. Report any exceptions found as Material Exceptions.

E. Without advance notice to the school of the student names, select 10 scholarship students and observe the students' presence in school that day. The sample should include at least 2 students *(or one if only one student participating in a given program attends the school)* from each Scholarship program in which the school participates. **This procedure must be done before the end of the school year being reported on**.
    1. Document what date the procedure was performed.
    2. Determine if the student's attendance was accurately recorded for the day.
    3. If the student is not present, determine whether the student is listed as absent on the school's attendance records.
    4. Report any exceptions found as Material Exceptions.

Appendix 1

Scholarship Program Name Acronyms

FTC - Florida Tax Credit Scholarship
FES-EO - Family Empowerment Scholarship for Educational Options
FES-UA - Family Empowerment Scholarship for Students with Unique Abilities

Scholarship Funding Organizations

AAA – AAA Scholarship Foundation
SUFS – Step Up For Students

Appendix 2

Examples of Education-Related Expenses

- **Payroll**
    - Salaries for teachers and substitutes

- Salaries for administration and office staff
- Salaries for food service personnel
- Salaries for custodial and maintenance staff
- Salaries for tutoring, therapy and counseling

- **Payroll benefits and taxes**
  - Payroll taxes
  - Unemployment taxes
  - Workers' compensation
  - Employee health insurance and other benefits

- **Instructional supplies and equipment**
  - Classroom materials and course supplies
  - Testing fees
  - Library books and supplies
  - Technology equipment and software licensing fees

- **Office & Administration**
  - Office supplies
  - Postage
  - Printing and copying
  - Bank fees
  - Licenses and fees
  - Credit card fees
  - Payroll processing fees
  - Background checks
  - Accreditation fees
  - Audit, legal and other professional services

- **Facilities expenses**
  - Rent or mortgage payments.
  - Utilities
  - Property insurance
  - Repairs and maintenance
  - Custodial supplies
  - Security equipment and services
  - Capital improvements

- **Miscellaneous**
  - Graduation expenses
  - Education-related field trips
  - Parent/teacher meeting expenses
  - After school education
  - Standard transportation costs

Non-Education Related Expenses (including but not limited to)

- Fundraising expenses and events
- Athletic programs and sporting events
- Senior trip expenses
- Summer camps
- Non-education related school trips
- Transportation costs for extracurricular activities
- School store and logo merchandise
- School sponsored shows and events
- School clubs
- After school care program costs
- Gift cards and promotional material
- Conferences, training, and professional development for **administrative** personnel
- Advertising
- Bad debt expense
- Depreciation
- Amortization

Appendix 3

Specific Guidelines Governing the Reportability of Exceptions

Exceptions found in the course of performing the AUPs fall into one of two categories depending on the significance of the attributes being tested to the integrity of the program: Material Exceptions or Reportable Exceptions. The guidelines for each procedure indicate whether exceptions found during the performance of the procedure are Material Exceptions or Reportable Exceptions.

Material Exceptions will be reported to the Commissioner of Education by the SFO and will require preparation and submission of a Corrective Action Plan by the school to the SFO outlining the steps the school plans to take to correct the Material Exception.

Reportable Exceptions should be reported to the SFO, which may provide a recommendation for corrective action to the school. If the same or substantially the same Reportable Exception is reported in three consecutive years, that same or substantially same exception should be reported as a Material Exception in the Report for the third year in which that exception is reported and for each year thereafter that it remains uncorrected.

Leadership Succession Plan and Principal's Month-to-Month Template

This guide is intended to help you plan the deadlines of reports, meeting dates, and other items that require your attention for the year. This is not all inclusive, so as you find items that are missing, please add to this document, which is a living document for you. Updating this information throughout the year and other years, will be part of the succession planning for your successor and anyone else who assists with the administration of the school.

Information is divided topics and by months. Some items that are on-going will be listed each month. It is important to read all emails from the superintendent's office, School Choice and the Florida Department of Education, Step Up for Students, AAA Scholarships, FCC accreditation, NCEA, Florida Department of Children and Families, and your local county LEA's (Title I, Title IIA and Title IVA). This list is not all inclusive, but helps you to know the organizations that require action throughout the year.

LEADERSHIP SUCCESSION PLAN

The purpose of a leadership succession plan is to ensure a continuity and a smooth, successful transition. This could be used for a short term/interim situation or the replacement of a leadership employee.

Succession Plan Committee Members:

Principal Name:	

Principal Roles and Responsibilities: (List or refer to monthly tabs)

If the principal is out of the building, teachers and staff report to:

Assistant Principal	
Name:	
Responsibilities: (List or refer to monthly tabs)	

Dean of Students	
Name:	
Responsibilities: (List or refer to monthly tabs)	

Operations Manager	
Name:	
Responsibilities: (List or refer to monthly tabs)	

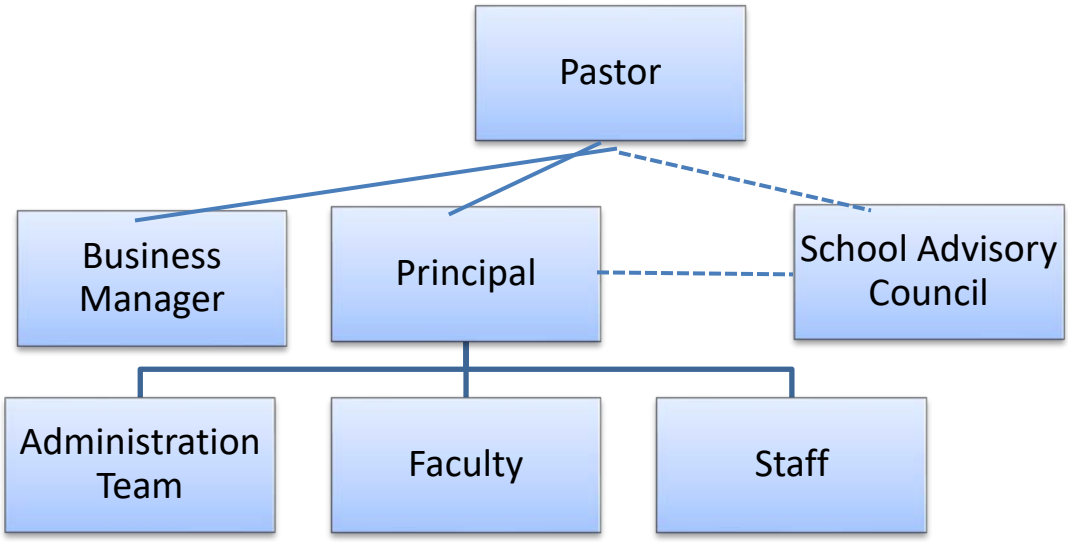
Name:	
Responsibilities: (List or refer to monthly tabs)	

Name:	
Responsibilities: (List or refer to monthly tabs)	

Name:	
Responsibilities: (List or refer to monthly tabs)	

Organizational Chart

Enter the names of the people in the positions and arrange the chart to align with parish and diocesan protocols.



Acronyms Commonly Used in the Catholic Schools

ACRONYM	EXPLANATION
ADOM	Archdiocese of Miami
ADOM VCS	Archdiocese of Miami Catholic School
APA	Annual Pastoral Appeal
AR	Accelerated Reader
ARCA	Annual Report for Continued Accreditation
BCPS	Broward County Public Schools
CET	Clinical Education Training (PMP Mentors need to complete this)
CIA	Curriculum, Instruction and Assessment
CIPA	Continuous Improvement Process for Accreditation

CMG	Catholic Mutual Group (Risk Management/On-line Trainings)
COI	Certificate of Insurance (needed for ELC)
CPS	Child Protective Services (Sheriffs Dept)
CSTAG	Catholic School Tuition Assistance Grant
CSW	Catholic School Week
DCF	Department of Children and Families
DOH	Department of Health
DO (DOO or DORL)	Diocese of Orlando
DOPB	Diocese of Palm Beach
DOPT	Diocese of Pensacola/Tallahassee
DOSA	Diocese of St. Augustine
DOSP	Diocese of St. Petersburg
DOV	Diocese of Venice
DRC	Data Recognition Corporation (Terra Nova)
EAP	Employee Assistance Program
ECC	Early Childhood Center
ELC	Early Learning Coalition
EOC	End of Course Test/Exam
EPRM	Emergency Planning and Response Manual
ESE	Exceptional Student Education
ESEA	Elementary and Secondary Act
ESSA	Every Student Succeeds Act (referenced with Title Programs)
FCC	Florida Catholic Conference
FES	Family Empowerment Scholarship
FHSAA	Florida High School Athletic Association
FLDOE	Florida Department of Education
FLDRS	Florida Diagnostic & Learning Resource System
FLKRS	Florida Kindergarten Readiness Screener
FLVS	Florida Virtual School
FML/FMLA	Family and Medical Leave Act
FRL	Free Reduced Lunch
FTC	Florida Tax Credit (SUFS)
HR	Human Resource
IDEA	Individuals with Disability Education Act
IEP	Individualized Education Plan (PSSP in Catholic Schools)
ILP	Individualized Learning Plan (ADOM ESE)
IPDP	Individual Professional Development Plan

LEA	Local Educational Agency (Local Public School District)
LMS	Learning Management System
LoQ	Letters of Qualification
LTD	Long Term Disability Insurance
MAP	Measures of Academic Progress
MDCPS	Miami Dade County Public Schools
MIP/MIS	Master In-service Points
MOU	Memorandum of Understanding
NCEA	National Catholic Education Association
NGSS	Next Generation Science Standards
NWEA	Northwest Evaluation Association
OCSC	Office of Catholic Schools and Centers
PDP	Professional Development Plan
PLC	Professional Learning Communities
PMP	Professional Mentoring Program
PPPSSD	Parentally Placed Private Schools Students with Disabilities
RFP	Request for Proposal
RML	Register Me Live (Professional Development Tracker)
RtI	Response to Intervention
SAC	School Advisory Committee/Council
SEA	State Educational Agency
SEO	Safe Environment Office
SEVIS	Student Exchange and Visitor Information System (I-20 Form)
SIC	School Initiative Committee
SIS	Student Information System
SIT	Student Intervention Team
SOA	Statement of Assurances
SOE	Statement of Eligibility (letter from FLDOE - Certification)
SSP	Student Support Plan
STD	Short Term Disability Insurance
SUFS	Step Up for Students
TN	Terra Nova
UbD	Understanding by Design; Backward Design
VPK	Voluntary Pre-Kindergarten

Logins and Passwords

NAME	WEBSITE	USER ID	PASSWORD
Administrators Handbook Diocesan Schools Office			
Local School Website			
Local School Website ADMIN			
Florida School Choice			
Step Up for Students			
DCF Clearing House			
FCC Accreditation Tool			
FACTS			
Early Learning Coalition			
Paylocity (Payroll)			
Virtus			
ParishSoft			
FORMED			

Important School, Parish, and Local Contact Information

NAME	USERID/ ACCOUNT #	USERID/ ACCOUNT #	PASSWORD
SAFE CODE (if applicable)			
Fire Alarm Monitoring			

Company					
Wireless for School Building					
Wireless for Meeting Room					
GUEST Wireless for XXXX					

DEPARTMENT		CONTACT NAME	CONTACT NUMBERS		EMAIL
Local Police					
Local Fire					
DCF Hotline					
Superintendent					
Associate Superintendent					
Administrative Assistant					
Parent Relations					
IT					
HR					
Payroll Manager					
Benefits Administrator					
Insurance					
Safe Environment / Communications					

Fingerprinting Tech					
Construction					
Diocesan Attorneys:					**ALWAYS CONTACT SUPERINTENDENT FIRST**
Finance Manager					
Finance Assistant					

LEADERSHIP TEAM NAMES		TITLE	CONTACT NUMBERS		EMAIL
		Pastor			
		Principal			
		Assistant Principal			
		Director of Finance			
		Guidance Counselor			
		Dean of Students			
OFFICE TEAM NAMES		**TITLE**	**CONTACT NUMBERS**		**EMAIL**
		Administrative Secretary			
		Admissions Director			
		Receptionist			
		School Nurse			

Scholarship Compliance Documentation Detail Chart

Question from Form IEPC SCF-1	**Documentation Needed - even if it is not requested, you must have it easily accessible**
Section 3: Financial Solvency	
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.?	Agreed Upon Procedures Audit report from the CPA
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)	copy of background screening results - principal
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?	statement in parent handbook regarding school closing or governance changing
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.?	copy of background screening results - all employees
D) In accordance with section 1002.421(1)(m), F.S., does the school deny employment to or terminate an employee with direct student contact if he or she fails to meet the	statement in staff handbook or policies; protocols

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.?	statement in staff handbook or policies; protocols
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? 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.	Code of Ethics Policy **approved** by the diocese *(NOT the sample from the FLDOE*); Posted on the website; Documented training for every staff member
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.?	Documentation/Log of checking with each employee's previous employers (all employers); Documentation of checking the BEC-PASS and Professional Practices for every employee (no matter when they were hired); Documentation of checking the Disqualification list for every employee hired after June 1, 2022.
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?	Statement in the Staff Handbook

I) In compliance with section 1002.421(1)(o), and 1002.421(1)(r), F.S., does the school: 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?	Documentation of checking the BEC-PASS and Professional Practices for every teacher (no matter when they were hired); Documentation of checking the Disqualification list for every employee hired after June 1, 2022.
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: 3 or more years of public and/or private school teaching Special skills, knowledge, or expertise that qualifies them to provide instruction in subjects taught Baccalaureate Degree or higher	State of Florida teaching certificate or official college transcripts (if they don't have a certificate) for every teacher; DCF documentation for PK teachers
B) Does the school have a Re-employment Assistance account with the Department of Revenue, in accordance with Chapter 443, F.S.?	copy of the RT-6 Report
C) Does the school employ 4 or more persons (instructional and non-instructional)?	staff list
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	Information from diocesan HR department
E) If the answer to D is "No", does the school have a DWC 250 Exemption Form?	N/A

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.?	diocesan approved anti-discrimination policy in the handbooks and/or website
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?	parent handbook and website; teacher credentials individually or general statement
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.?	grade card policy, information about SIS access in parent handbook
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)1., F.S., the State University selected in section 1002.395(9)(f), F.S.?	Elementary Schools: evidence that the TerraNova results are sent to FSU; High Schools: evidence that an FLDOE approved test results have been sent to FSU
E) In accordance with section 1002.421(1)(f), F.S., 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?	scholarship procedures and protocols - in parent information/handbook
F) Does the school have a physical location where each scholarship students regularly	Tax exempt form or page from OCD

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.?	Teacher contracts; schedules
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?	School calendar and class schedules (program of instruction - general calendar and schedules; not individual student attendance)
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?	DH3040 for every student (can be the original one)
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?	DH 680 or valid medical exemption for every student
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	Elementary Schools: DH684 for kindergarten and seventh grade

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?	Proof that scoliosis screening is provided at sixth grade
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)?	Posting the Code of Ethics with this information on the website and in the staff areas
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. 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,	Posters of this information in staff areas; Information in the staff handbook and in the parent handbook; Information on the website

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) 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.	Specific posters from FLDOE in 11x17 inch format posted in places that **all children will see them**, in English and Spanish (https://www.fldoe.org/teaching/professional-practices/reporting-misconduct-abuse.stml). Both reporting abuse and misconduct must be posted
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?	Permanent record with this specific information noted for every student
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?	Cumulative files containing at least the items mentioned (health file may be separate) for every student
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.?	Attendance records for all students
Section 9: School Facility	
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?	DH4160
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?	Well permit, if 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,	DOH inspection report

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?	DH1777 if in the non-exempt counties
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?	Fire inspection - paper copy; fire marshal must complete it online/upload it; ensure a current and accurate report is visible on this site: https://sfm.bebr-app.com/fire-staff/inspections.php
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.?	liability insurance for all vehicles used to transport students.

Faculty Information

Instructional Team Names		TITLE	CONTACT NUMBERS		EMAIL		Responsibilities

Before and After Care Information

If children under age five participate, the school must be DCF licensed or have a valid religious exempt letter from DCF	
DCF Number	
License/Letter Expiration Date	
Before/After Care Director	
Name	
Phone number	
Login information	

Food Service Information

List all contact information and responsibilities

Monthly Priority Checklists

July

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		Update all passwords for new principal; delete previous principals' passwords and usernames								
4		Set up former principals' email to be forwarded to new principal. Put a message that this email is no longer being						Have mail forwarded for one year		

		used and include to email for them to update their files.								
5		SCHOOL CHOICE - change form THIS IS THE FIRST THING TO DO AS PRINCIPAL						Complete form with new principal information		
6		UPDATE CONTACT INFORMATION WITH Early Learning Coalition								
7		Talk to VPK Director about credentials needed for Principal								
8		Review Clear Company and close any positions that have been filled								
9		Step-Up for Tuition Updated for new year								
10		Update Emergency Planning and Response Manual (EPRM)								
11		Update website - faculty, faculty emails, calendar, etc								
12		Prepare summer email communication								

		for parents/students for opening of school								
13		Plan Pre-planning days								
14		Provide updated handbooks on website								
15		Back to School Letter for Faculty/Staff								
16		Back to School Letter for Parent								
17		Remind your new hires about the "NEW HIRE MEETING" in August								
18		Register "NEW HIRES" for meeting via OCSC Weekly Update								
19		Schedule Faculty Meetings for the year								
20		Schedule PLC Meetings for the year								
21		Monitor Major building maintenance								
22		Move and add students in AP/SIS								
23		Update Faculty Information in SIS/LMS								
24		Plan for NEW family orientation								

25		Plan Professional Development for next year based on school improvement								
26		Provide for computer maintenance and updates								
27		Follow-Up on Backordered Books/Supplies								
28		Registration for the next school year begins and can be on-going								
29		Check with your assigned Associate Superintendent for the CIPA or 3rd Year Review Cycle						Mary Camp will reach out to the school the year prior to the visit for a CIPA orientation meeting for principals and steering committee members		
30		Plan Back-to-School Liturgy								
31		Coordinate Buddy Families (if applicable)								

August

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		DCFS Posters – Reporting Abuse & Teacher Misconduct						Scroll to middle of page to find posters. It is recommended to post both English/Spanish in your school. Posters must be hung at a child's level. This is a requirement for SUFS Scholarship Compliance		
4		Set school phone messages/announcement for the school year; remove the summer hour message								
5		Books and materials have been delivered to appropriate classrooms								
6		Classrooms are set up and in order								

7		Collect all necessary information for NEW STUDENTS, i.e., immunizations, etc. (Kdg & 7th Gr.)						No student is allowed to attend without this information on file. Call the Superintendent if you have questions		
8		Collect all necessary information for New and Re-enrolled students, i.e., phone numbers, handbook sign-off, other important forms.								
9		Emergency Drills have been reviewed with the faculty								
10		Emergency Planning and Response Manual (EPRM) has been reviewed with the faculty								
11		All required trainings are completed by staff								
12		Orientation for new teachers is held								
13		Substitute teacher plans and procedures are in place								
14		Enrollment Reports								

15		Register teachers for Mentor Program (PMP)						For Teachers who are on Temporary Certification;		
16		Teachers need to work on Individual Professional Development Plan (IPDP) and Catechetical Formation Plan								
17		Meeting with teachers who need to complete FL Certification and PMP program								
18		SAC, PTA, other board meetings are scheduled for the year								
19		Students with special needs are identified and support plans are approved								
20		School Counselor to schedule student support plan meetings with parents								
21		Review the budget with exact enrollment figures and adjust accordingly								
23		LEA's Title Program Fall Consultation Mtng						Check with your LEA for your county; meetings are usually late August, early September		

24		FCC dues paid; will receive an email from Mary Camp									
25											

September

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		Check SIS/LMS to make sure all data is accurate before completing NCEA report								
4		All Terra Nova Standardized Testing Materials ordered								
5		Attendance verification for SUFS Scholarships						Have the deadline dates on your calendar and the person in charge of SUFS Scholarships		

6		Bridge Scholarship Application from Catholic Foundation								
7		Review SUFS to make sure all funding is accurate for each student								
8		School Accident Information Review and Save forms								
9		Complete NCEA Data Report								
10		Check in with those in the PMP program								
11		Schedule meetings to review teachers IPDP and Catechetical Plans								
12		Schedule classroom visits for formal visits								
13		ARCA - Accreditation						Mary Camp will send an email for the Domain the school is to complete; have until		

								Feb to complete the tool		
14		Complete School Choice Annual Survey; Due May 1; Scholarship compliance due March 1						See Scholarship Compliance Evidence Tab for details		

October

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report							-	
2		Emergency Drill							-	
3		All teachers have been formally visited at least once								
4		Any teacher experiencing difficulty has been met with and a plan for improvement is in place								
5		Faculty and staff are notified of						Best for teachers to renew		

		current certification status and necessary steps to maintain are in process.						application by mid-January. Certifications ends June 30.		
6		Work on ARCA; due in February								
7		Begin working on the next year's budget with your business manager or DPB Contact								
8		Remind SUFS parents of renewal								
9		Discussion of recruitment for CSW and 2nd half of year								
10		Begin planning appropriate Thanksgiving, Advent and Christmas activities								
11		Books and materials are being reviewed for new textbook adoption								
12										

November

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		Information regarding high schools						We only promote Catholic high schools		
4		Work on ARCA; due in February								
5		Remind SUFS parents of renewal								
6		Safe Environment lessons for students needs to be completed by February								
7		Nominate students for SUFS Rising Stars						An email will be sent from SUFS in late October, early November. Deadline for nominations is early Dec.		
8		Advent liturgies and activities are planned and								

		scheduled								
9		Schedule Reconciliation								
10		Continue reviewing current budget and work on next year's budget								
11		Begin planning for CSW								
12		Set phone messages for Thanksgiving holiday break								
13		Remove Thanksgiving holiday message on phone								
14		Scoliosis Testing Scheduled for Grade 6						6th Grade need to have scoliosis testing completed for SUFS Compliance. This can be done anytime during the 6th grade year.		

December

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		Remove Thanksgiving holiday message on phone								
4		County LEA Enrollment Count (will vary by county)						Information emailed and/or mailed (USPS); registered students on that specific date, **not** attendance count.		
5		Announce Application is open for NEW SUFS								
6		Remind SUFS parents of renewal								
7		CSW plans are finalized								
8		Continue reviewing current budget and work on next year's								

		budget								
9		Safe Environment lessons for students needs to be completed by February								
10		Set Christmas break phone message on the last day before the break								
11		Work on ARCA; due in February								

January

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report							-	
2		Emergency Drill							-	
3		Remove Christmas break message from phone								
4		County LEA Enrollment Count (will vary by county)						Information emailed and/or mailed (USPS)		

5		Principal Letters of Intent						information sent by Superintendent			
6		Give teachers letters of intent in January/ February									
7		Final review of ARCA before submission to Associate Superintendent									
8		Catholic Schools Week celebrated the last week of January									
9		Early Childhood Open House									
10		Open House for prospective families									
11		Parents have been notified if their child is experiencing difficulty that may interfere with graduation or promotion									

12		Parents have been notified of their delinquent tuition accounts (if applicable); students may not return unless financial obligations are current (This is a local decision to be discussed with your pastor)									
13		Begin working on Lenten Activities									
14		Safe Environment lessons for students needs to be completed by February									
15		Registration for the next school year begins and can be on-going									
16		Continue reviewing current budget and work on next year's budget									
17		Diplomas ordered									

February

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		School Choice Scholarship Compliance Report; Due by March 1						See Scholarship Compliance Evidence Tab for details		
4		Terra Nova/Standardized Testing Begins								
5		Send Terra Nova report to parents								
6		Post job openings								
7		Registration for the next school year begins and can be on-going								
8		Continue reviewing current budget and work on next year's budget								
9		Begin working on the next year's calendar								
10		Send out re-enrollment information for current families								

March

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		School Choice Scholarship Compliance Report; Due by March 1						See Scholarship Compliance Evidence Tab for details		
4		Teachers return the letter of intent by March 1st if not done so								
5		Post job openings								
6		Registration for the next school year begins and can be on-going								
7		Continue reviewing current budget and work on next year's budget								
8		Finalize budget and communicate tuition if not do so yet								
9		Finalize calendar								
10		SAC, PTA, other boards						portfolios are due no		

		- recruit new membership if needed						later than April 1 for review		
11		PMP Portfolio due								
12		Begin updating the Professional Development Plan								
13		Begin updating the Technology Plan						Due this before offering contracts		
14		Revise job descriptions as necessary								
15		Set phone messages for Spring/Easter break								
16		Order Graduation Caps and Gowns								

April

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		School Choice Compliance follow up materials; Due by May 1								

4		School Choice Annual Survey; Due by May 1								
5		Set phone messages for Spring/Easter break								
6		Remove phone message for Spring/Easter break								
7		Individual inform faculty/staff of non-renewals after consultation with the superintendent, Pastor and Human Resources								
8		Teacher/Staff End of Year Summative Evaluation								
9		Teacher Agreements offered in April/May								
10		Calendar sent to assigned associate superintendent for review								
11		Graduation plan are finalized								
12		Post job openings								
13		Registration for the next school								

		year begins and can be on-going								
		Finalize budget and communicate tuition if not do so yet								

May

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		Prepare Awards for end of year								
4		Teacher/Staff End of Year Summative Evaluation								
5		Teacher Agreements offered in April/May								
6		Staff not returning - do end of year termination/resignation checklist								
7		Summer maintenance is planned								
8		Post job openings								
9		Registration for the next school year begins and can be on-going								
10		Begin working on Handbook revisions								
11		Set phone messages for summer hours on last day of school								

June

PRIORITY		ACTIVITY		PERSON RESPONSIBLE		COMPLETE		NOTES		WEBSITE LINKS
1		Fire Drill Report								
2		Emergency Drill								
3		Summer maintenance begins								
4		Finalize all textbook and supply orders								
5		Work with Parish to schedule meetings, graduations, etc.								
6		Post job openings								
7		End of year Check List								
9		Tuition Assistance is Awarded (local)								
10		Complete all year end reports								
11		SUFS Standardized Test Report due						Information should be mailed (USPS)		
12		Prepare for next school year								
13		Enter new students into SIS/LMS								

14		Work with your scholarship coordinator to enter new/verify new students						This should be done throughout the summer		
15		Registration for the next school year begins and can be on-going								

Contact Information for FLDOE Regional Managers

County	FLDOE Regional Mngr	FLDOE Email	FLDOE Phone
Alachua	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Bay	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Brevard	Maryanne Schlar	Maryanne.Schlar@fldoe.org	850-245-9145
Broward (North)	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Broward (South)	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Charlotte	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Citrus	Madison Selent	Madison.Selent@fldoe.org	850-245-9455
Clay	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Collier	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Columbia	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Duval	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Escambia	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Flagler	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Hernando	Madison Selent	Madison.Selent@fldoe.org	850-245-9455
Highlands	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Hillsborough	Madison Selent	Madison.Selent@fldoe.org	850-245-9455
Indian River	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Lake	Maryanne Schlar	Maryanne.Schlar@fldoe.org	850-245-9145
Lee	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Leon	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Manatee	Madison Selent	Madison.Selent@fldoe.org	850-245-9455
Marion	Maryanne Schlar	Maryanne.Schlar@fldoe.org	850-245-9145
Martin	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Miami-Dade (Northeast)	Elsa Tejada	elsa.tejada@fldoe.org	850-245-0650
Miami-Dade (Hialeah)	Elsa Tejada	elsa.tejada@fldoe.org	850-245-0650
Miami-Dade (South)	Elsa Tejada	elsa.tejada@fldoe.org	850-245-0650
Monroe	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Nassau	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Okaloosa	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Orange	Maryanne Schlar	Maryanne.Schlar@fldoe.org	850-245-9145
Osceola	Maryanne Schlar	Maryanne.Schlar@fldoe.org	850-245-9145
Palm Beach	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Pasco	Madison Selent	Madison.Selent@fldoe.org	850-245-9455
Pinellas	Madison Selent	Madison.Selent@fldoe.org	850-245-9455
Polk	Madison Selent	Madison.Selent@fldoe.org	850-245-9455

Santa Rosa	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Sarasota	Madison Selent	Madison.Selent@fldoe.org	850-245-9455
Seminole	Maryanne Schlar	Maryanne.Schlar@fldoe.org	850-245-9145
St. Johns	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
St. Lucie	Jessi Edens	Jessica.Edens@fldoe.org	850-245-0872
Volusia	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064
Walton	Karla Hernandez	Karla.Hernandez@fldoe.org	850-245-0064

Contact Information for SUFS Regional Managers

County	SUFS Regional Mngr	SUFS Email	SUFS Phone
Alachua	Laurie Baluyot	lbaluyot@sufs.org	904-746-0573
Bay	Pat Fidler	pfidler@sufs.org	904-595-6832
Brevard	Russell Hunt	rhunt@sufs.org	904-746-0575
Broward (North)	Gaby Citelli	mcitelli@sufs.org	904-352-2247
Broward (South)	Kelly Valdivia	kvaldivia@sufs.org	904-416-0660
Charlotte	Julie Richardson	jurichardson@sufs.org	727-451-9818
Citrus	Laurie Baluyot	lbaluyot@sufs.org	904-746-0573
Clay	Lena O'Brien	lobrien@sufs.org	904-746-0584
Collier	Sacha Walker	swalker@sufs.org	239-777-6565
Columbia	Patrick McDermott	pmcdermott@sufs.org	904-746-0583
Duval	Amanda McCook	amccook@sufs.org	904-479-3965
Escambia	Pat Fidler	pfidler@sufs.org	904-595-6832
Flagler	Lena O'Brien	lobrien@sufs.org	904-746-0584
Hernando	Laurie Baluyot	lbaluyot@sufs.org	904-746-0573
Highlands	Julie Richardson	jurichardson@sufs.org	727-451-9818
Hillsborough	Julisse Levy	jlevy@sufs.org	904-595-6814
Indian River	Russell Hunt	rhunt@sufs.org	904-746-0575
Lake	Laurie Baluyot	lbaluyot@sufs.org	904-746-0573
Lee	Sacha Walker	swalker@sufs.org	239-777-6565
Leon	Patrick McDermott	pmcdermott@sufs.org	904-746-0583
Manatee	Julie Richardson	jurichardson@sufs.org	727-451-9818
Marion	Laurie Baluyot	lbaluyot@sufs.org	904-746-0573
Martin	Carla Justamante	cjustamante@sufs.org	727-451-9851
Miami-Dade (Northeast)	Carla Hernandez	chernandez@sufs.org	904-746-0586
Miami-Dade (Hialeah)	Dina Damus	ddamus@sufs.org	904-352-2243
Miami-Dade (South)	Crisceli Acosta	cacosta@sufs.org	727-451-9833
Monroe	Crisceli Acosta	cacosta@sufs.org	727-451-9833
Nassau	Amanda McCook	amccook@sufs.org	904-479-3965
Okaloosa	Pat Fidler	pfidler@sufs.org	904-595-6832
Orange	Jonathan Cajigas	jcajigaschimele@sufs.org	904-491-2423
Osceola	Kristin O'Brien	kobrien@sufs.org	904-746-0572
Palm Beach	Carla Justamante	cjustamante@sufs.org	727-451-9851
Pasco	Julisse Levy	jlevy@sufs.org	904-595-6814
Pinellas	Ric Speigner	rspeigner@sufs.org	904-352-2250
Polk	Kristin O'Brien	kobrien@sufs.org	904-746-0572
Santa Rosa	Pat Fidler	pfidler@sufs.org	904-595-6832
Sarasota	Julie Richardson	jurichardson@sufs.org	727-451-9818
Seminole	Jalem Robinson	jarobinson@sufs.org	904-746-0588

St. Johns	Lena O'Brien	lobrien@sufs.org	904-746-0584
St. Lucie	Carla Justamante	cjustamante@sufs.org	727-451-9851
Volusia	Russell Hunt	rhunt@sufs.org	904-746-0575
Walton	Pat Fidler	pfidler@sufs.org	904-595-6832