STEP 1:



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Employment History/Screening

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Before employing instructional personnel or school administrators in any position that requires direct contact with students participating private schools must conduct an employment history check by contacting previous employers and retaining documentation of the results in the employee's personnel file.

Participating private schools must also screen new instructional personnel or school administrators using the two employee screening tools available through the Department of Education.

Employment Screening Request

The Teacher Certification Database (also known as the Bureau of Educator Certification Partnership Access & Services System -- BEC-PASS) provides information related to an educator's current certification status and employment history data.

Private schools must submit an Employment Screening Request for each instructional personnel and school administrator prior to employment, even if the individual has never applied for certification. The findings from the database must be maintained in the individual employee's file. The Employment Screening Request Reference Tool has been developed to assist private schools in understanding the Employment Screening responses. Please submit any inquiries related to the Teacher Certification System to EmploymentScreening@fldoe.org.

Employment Screening Request Link

Professional Practices Database of Disciplinary Action

STEP 2:

is database provides access to final orders issued by the Education Practices Commission and displays a summary of any ciplinary action taken against an individual's Florida educator certificate. Private schools should use this tool to search e names of any new instructional personnel and school administrators, and document the findings.



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2019 - 2020 School Year

School Choice Private School Login

This page is for PRIVATE SCHOOLS that have been issued a SCHOOL CODE and PASSWORD.

Login

4 Digit School Code: Password: LOGIN

HELP

If you have a school code, but have forgotten your password, click here: $\underline{\mathsf{FORGOT}\,\mathsf{PASSWORD}}.$

If you still experience difficulty logging in, call the Office of Independent Education and Parental Choice at 1-800-447-1636.

DOE Home | Commissioner | Board of Education | Contact Us | DOE Paperless | Open Government

For questions & comments regarding education issues: <u>Commissioner@fldoe.org</u>
<u>Accessibility | Copyright Florida Department of Education @2015 | Privacy Statement | Public Records</u>

STEP 3:

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Boarding School Registration Requirements

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FTC Student

Regional Managers

Compliance Resources

Compliance Checklist

Compliance Training
BEC-PASS Access

Update Notification Form (PDF)

Annual Private School Survey

All Florida Private Schools are required to submit an Annual Survey each year. The Annual Survey is due by May 1st, 2020 for the 2019–2020 school year. This is also a requirement to participate in a state scholarship program.

! You have not completed your 2019-2020 Annual Private School Survey form. Please complete the form online and mail a copy with your notarized signature.

Annual Private School Survey Form

Request to Participate in Scholarship Programs

The state of Florida offers five scholarship programs for K-12 students: McKay Scholarship Program, Family Empowerment Scholarship Program, Florida Tax Credit Scholarship Program, Gardiner Scholarship and Hope Scholarship Program.

- McKay Scholarship Program FAQs
- Family Empowerment Scholarship Program FAQs
- FTC Scholarship Program FAQs
- Gardiner Scholarship FAQs
- Hope Scholarship Program FAQs

If your private school is interested in participating in one or more of these programs, additional documentation is required. After submitting a current Annual Survey, please complete the following form to submit a request to participate.

Request to Participate in Programs

Scholarship Compliance Form

You have already completed your 2019-2020 Scholarship Compliance form. The 2020-2021 Form is not yet available.

You may make corrections to your 2019–2020 Form by filling out the correction form, printing it, notarizing it, and sending it, the Office of Independent Education and Parental Choice.

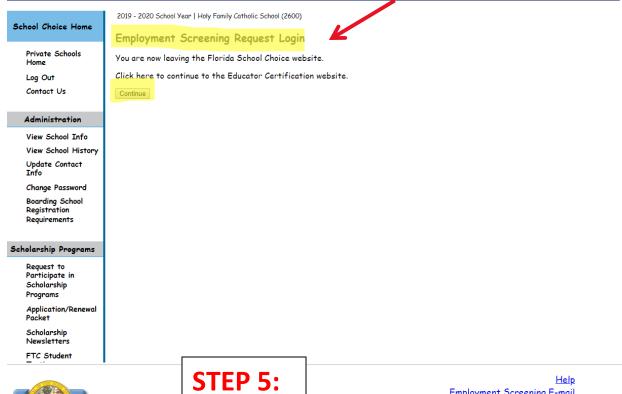
Scholarship Compliance Correction Form

Scholarship Compliance Printable Record

STEP 4:



FLORIDA SCHOOL CHOICE OFFICE OF INDEPENDENT EDUCATION & PARENTAL CHOICE





BEC Employment Screening Web Application

Help Employment Screening E-mail Back to search results Start a new search Print

SSN			
DOE# (Optional)			
First Name			
Last Name			
DOB	Month ▼ Day ▼ Year ▼		
Lookup			

Disclaimer: This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

PRINT INFORMATION FOR TEACHER FILE

After completing the Employment Screening Request: Complete the Professional Practices Information

http://www.myfloridateacher.com/discipline/summary.aspx.



No records found.

Office of Professional Practices

Discipline against Educator Licenses

Last Name:

District: -- Any District -- ▼ Search

If you need 508 accommodations please contact the Office of Professional Practices Services at 850-245-0438.

For a glossary of terms click here

Information posted is for Final Orders issued on or after January 1, 1981

PRINT SCREENSHOT OF RESULTS FOR TEACHER FILE