

STEP 1:



FLORIDA SCHOOL CHOICE OFFICE OF INDEPENDENT EDUCATION & PARENTAL CHOICE

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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

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

STEP 2:



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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:

[HELP](#)

If you have a school code, but have forgotten your password, click here: [FORGOT 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: Commissioner@fldoe.org
[Accessibility](#) | [Copyright Florida Department of Education ©2015](#) | [Privacy Statement](#) | [Public Records](#)

Under Florida law, a mail address can only be used as a public records request if it is a physical address. If you do not wish your mail address released in response to a public records request, do not send electronic mail to this entity. Instead, use a physical address.

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Compliance Resources

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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 to the Office of Independent Education and Parental Choice.

[Scholarship Compliance Correction Form](#)

[Scholarship Compliance Printable Record](#)

STEP 4:



2019 - 2020 School Year | Holy Family Catholic School (2600)

Employment Screening Request Login

You are now leaving the Florida School Choice website.
Click here to continue to the Educator Certification website.

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Scholarship Programs

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- FTC Student



STEP 5:



BEC Employment Screening Web Application

- [Help](#)
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- [Back to search results](#)
- [Start a new search](#)
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SSN

DOE# (Optional)

First Name

Last Name

DOB



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>



[Office of Professional Practices](#)

Discipline against Educator Licenses

| | | | | |
|------------|----------------------|-----------|--------------------|---------------------------------------|
| Last Name: | <input type="text"/> | District: | -- Any District -- | <input type="button" value="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

No records found.

**PRINT SCREENSHOT OF RESULTS
FOR TEACHER FILE**