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Private School Application Readiness Checklist

Thinking about opening a private school in Florida? Use this checklist to determine if you're ready to complete the application and meet state requirements for approval.

Organizational Readiness

- Established a legal entity (e.g., LLC, nonprofit corporation).
- Created bylaws and governance structure for school oversight.
- Identified a physical location or submitted a facility plan.
- Developed a proposed school name and branding.
- Registered or initiated the process to accept state scholarship programs (e.g., Step Up For Students, AAA Scholarship Foundation).

Educational Program

- Created a written curriculum plan aligned with Florida standards or other accredited frameworks.
- Defined grade levels to be served (K-12) and course offerings.
- Developed a school calendar and daily instructional schedule.
- Outlined policies for student attendance, promotion, and assessment.

Staffing & Personnel

- Identified a school administrator or principal.
- Created job descriptions and hiring policies for instructional and support staff.
- Confirmed background screening procedures for all employees and volunteers.

Compliance & Safety

- Facility meets local building, fire, and health codes for school occupancy.
- Established procedures for emergency drills and safety plans.
- Maintains and secures student records in compliance with FERPA.
- Understands and complies with statutes related to private school operation (e.g., religious freedom, non-discrimination).

Documentation for Florida Department of Education

- Completed the online application via the Florida School Choice website.
- Prepared a signed Statement of Compliance.
- Uploaded school calendar and daily schedule.
- Submitted background screening affidavits and contact info for school leadership.
- Included documentation verifying legal operation and facility safety compliance.

Contact us today to schedule a consultation.
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