Completed compliance forms are due from all private schools participating in the Georgia Special Needs Scholarship (GSNS) Program **by 5:00 pm, July 3, 2023.**

***Each private school must complete the compliance form even if no scholarship students attended during the 2022 - 2023 school year****.*

Compliance forms must be typed. **Handwritten compliance forms will not be accepted.** All questions on the compliance forms must be answered. If a question on this form does not apply to your private school, please indicate.

For assistance contact Iesha Parks, Program Manager, Georgia Special Needs Scholarship Program at 404-656-4328. Please **email** all completed compliance reports to ashley.davis@doe.k12.ga.us.

**Failure by a private school to complete and submit this form with all required documentation will result in non-compliance and as a result your school could be removed from participating in the Georgia Special Needs Scholarship Program for the 2023-2024 school year.**

**CONTACT INFORMATION FOR PRIVATE SCHOOL**

1. Legal Name of Private School:
2. Name of School Education Director/Principal/Headmaster:
3. List entity or name of Principal Owner(s):
4. Telephone Number: ( )
5. School’s website address:
6. The school’s complete physical address:

[Street]

City] , [GA] [Zip + 4]

1. List name(s) of staff person at the school who will be responsible for submitting information to the GaDOE regarding the GSNS Program for the **school year**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Phone Number** | **Email address** |
|  |  |  |  |
|  |  |  |  |
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| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. Did the school change locations during the 2022 - 2023 school year? ***NOTE: If a school changed its location during the 2022 - 2023 school year they must submit a certificate of occupancy for its new location if it has not yet done so during the school year.***

**SCHOOL MEMBERSHIPS**

If applicable, list memberships the school has with other school associations e.g. Georgia Independent School Association (GISA) or Georgia Association of Private Schools for Exceptional Children (GAPSEC). These associations will be posted on the private school list posted on the GSNS web page.

|  |
| --- |
| **Name of Association** |
|  |
|  |
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|  |

**ACCREDITATION INFORMATION**

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. Was this school **fully accredited** with one of the following accreditation agencies for the entire 2022 - 2023 school year? ***NOTE: School must include a copy of the accreditation certificate that applies for the upcoming 2023 – 2024 school year. Schools with GAC accreditation must submit updated certificates in the fall.***

If yes, the school must select at least one (then skip to question 11):

* + The Georgia Accrediting Commission;
  + The Georgia Association of Christian Schools;
  + The Georgia Private School Accreditation Council;
  + The Association of Christian Schools International;
  + The Southern Association of Colleges and Schools; (now Cognia Accreditation)
  + The Southern Association Independent Schools;
  + The New England Association of Schools and Colleges;
  + The Middle States Association of Colleges and Schools;
  + The North Central Association of Colleges and Schools;
  + The Northwestern Association of Schools and Colleges;
  + The Western Association of Schools and Colleges; or
  + The Alabama Independent School Association.

1. Was this school **still under provisional accreditation or** **in the process of receiving its accreditation** with one of the accreditation agencies listed in question 9 during the 2022 – 2023 school year?

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

**10a. IMPORTANT FOR SCHOOLS STILL IN PROCESS OF RECEVING FULL ACCREDITATION**

* **An authorized private school approved for participation in the GSNS Program for the 2022 – 2023 school year that was provisionally accredited or in the process of receiving its accreditation must submit with its compliance form a certificate indicating it is now fully accredited from an agency listed in question 9. An authorized private school that cannot provide a copy of its accreditation certificate after its second year of participation in the GSNS Program (end of 2023 - 2024 school year) will be removed from the Authorized GSNS Private School List until the school receives full accreditation.**
* **An authorized private school that was approved for participation in the GSNS Program for the 2022 – 2023 school year that was provisionally accredited or in the process of receiving its accreditation from an accrediting agency must demonstrate it is making significant progress, as defined by its accrediting agency, toward receiving full accreditation. The school must include with its compliance form a copy of a letter from one of the accreditation agencies on the accreditation agency’s letterhead stating the progress the school is making toward receiving full accreditation with a date the accreditation agency expects the school to complete the accreditation process. An authorized private school that cannot provide such documentation from its accrediting agency will be removed from the Authorized GSNS Private School List.**

**EMPLOYEES AND STUDENTS AT THE SCHOOL**

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. Does the private school have on file a completed criminal background for all teachers assigned to GSNS students? All background checks must include:

* Dated to show background check was completed for all teachers prior to having initial contact with students; and
* Include each individual’s legal name, valid social security number, and date of birth.

1. Grades at the school accepting GSNS students. Check all that apply.

Grade K

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. Does the private school have on file a resume and/or application for everyone who teaches GSNS students detailing at a minimum: Previous education, applicable work experience, any applicable licenses or certifications, and a copy of valid government issued picture identification.

**SERVICES PROVIDED BY THE SCHOOL**

1. Please describe in detail any specific special eduation services the school may have offered to its GSNS students during the 2022 – 2023 school year. Give specifics on what services were provided, how these services were provided, and describe how the school shares this information with individual parents. If school provided no special education services to its GSNS students, it must indicate this in the space below.

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| **No** | **Yes** | **NA** |

1. *O.C.G.A. § 20-2-2115 (a)(6)* requires that each school year a private school report the academic progress of GSNS students to their parents. Did the school provide quarterly written reporting of the academic progress of GSNS students to parents during the 2022 – 2023 school year?

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. In compliance with O.C.G.A. *§* 20-2-2115(a), did the school have a physical location in Georgia where GSNS students physically attended classes and had direct contact with school’s teachers each school day?
2. In compliance with O.C.G.A. *§* 20-2-690, did the school Offer a program of instruction to students offering at a minimum the core subjects of instruction for math, science, language arts, reading, and social studies?

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. Does the private school keep on file for each GSNS student:
2. Contracts/agreements entered with a parent(s)/legal guardian(s) (e.g. tuition reimbursement, fee schedules).
3. Emergency contact information made readily available for applicable staff.
4. Copy of current GSNS award sheet applicable to the 2022-2023 school year.
5. General student information including:

* Student name
* Date of birth
* Current grade
* Attendance records, number of days present and absent
* Parent/guardian name(s)
* Classes/courses taken
* Test scores
* Special reports

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

* If applicable date of withdrawal or transfer

**FINANCIAL PROCEDURES**

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. Did the school during the 2022 – 2023 school year use GSNS funds to pay for the fees listed below (check all the apply):

* Before or after school care
* Meals
* Tutoring
* Transportation
* Field trips fees
* Athletic fees
* School supplies
* Summer school programs

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. During the school year did the school notify all parent(s)/guardian(s) of GSNS students when a quarterly payment was received by the school and give them 30 calendar days from date of notice to endorse the check over to the school for deposit?

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. In compliance with O.C.G.A. *§* 20-2-2116 (f), did the school require parent(s)/guardian(s) of GSNS students to restrictively endorse all scholarship payments received over to the school?

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. If a parent/guardian did not endorse a scholarship check, did the school return the check as required to the GaDOE?

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. Does the school have copies on file of all check verification forms received at each quarterly scholarship payment cycle for the 2022 - 2023 school year?

|  |  |  |
| --- | --- | --- |
| **No** | **Yes** | **NA** |

1. Does your private school plan to participate in the GSNS Program for the 2023-2024 school year?

**ASSURANCES**

**Private schools participating in the GSNS Program must abide by all assurances listed below.** GaDOE may remove any private school who fails to comply with any of the items listed on the Assurances.

All the schools must initial the box accompanying each assurance and to certify agreement to comply with each assurance. Failure to complete this assurance form as required will result in an incomplete compliance form.

|  |  |  |
| --- | --- | --- |
| **Number** | **Initial in each box below. I certify by my initials:** | **Assurances** |
| 1. |  | I understand that in order to participate in the GSNS Program, a private school must comply with all requirements under O.C.G.A. section §20-2-690(b) O.C.G.A. section §20-2-2115, and State Board Rule 160-5-1-.34. A school must be in compliance with all provisions outlined in the legislation or it will be ineligible for participation in the Georgia Special Needs Scholarship Program. |
| 2. |  | I understand the private school must notify the GaDOE immediately if it loses its accreditation from an accrediting agency. |
| 3. |  | I understand the private school must be physically located in the state of Georgia where students physically attend classes and have direct contact with the school´s teachers each school day. The private school must offer a program of instruction sufficient to allow students to maintain regular attendance to meet the minimum compulsory attendance requirements of 180 days of instruction for 4.5 hours per day or its equivalent. |
| 4. |  | I understand home school programs and schools that provide only on-line instruction are ineligible to participate in the GSNS Program. |
| 5. |  | I understand that a private school participating in the GSNS Program is not required to follow a student’s IEP from a public school per O.C.G.A. § 20-2-2114(f) which states: *Acceptance of scholarship must have the same effect as a parental refusal to consent to services pursuant to the Individuals with Disabilities Education Act, 20 U.S.C.A. Section 1400, et seq.* |

|  |  |  |
| --- | --- | --- |
| **Number** | **Initial in each box below. I certify by my initials:** | **Assurances** |
| 6. |  | I understand that while a school is not required to follow a student’s IEP, a private school can offer special education accommodations and/or services to students. |
| 7. |  | I understand private schools must administer valid and reliable pre- and post-academic assessments to GSNS students. The private school must report in writing to parents and the GaDOE the results of the pre- and post-academic assessments during the school year. |
| 8. |  | I understand that the private school must provide copies of contracts/agreements (e.g. tuition reimbursement, fee schedules) entered with a parent/legal guardian to the parent/legal guardian. |
| 9. |  | I understand the private school must provide clearly written quarterly descriptions of academic progress to the parents of GSNS students during the school year. |
| 10. |  | I understand the private schools must employ or contract only with teachers, assigned to GSNS students that hold a baccalaureate or higher degree, or have at least three years of experience in either education or health. |
| 11. |  | I understand the private school must conduct criminal background checks of teachers assigned to GSNS students prior to their employment to ensure that potential educational employees have not been convicted of crimes that could invalidate their acceptability for employment. |
| 12. |  | I understand the private school must have a protocol in place which addresses the proper administrative and notification actions to be followed in the event a criminal background check or other inspection reveals criminal history of teachers after they have been hired to work with GSNS students. |
| 13. |  | I understand the private school must annually provide in writing to parents of GSNS students the relevant credentials of the teachers who are teaching their children. This includes information that may be posted on a school’s website regarding teacher qualifications. |
| 14. |  | I understand the private school must report quarterly or as directed by the GaDOE the enrolled roster of eligible GSNS students on dates specified by the GaDOE to receive scholarship payments. |
| **Number** | **Initial in each box below. I certify by my initials:** | **Assurances** |
| 15. |  | I understand private schools must ensure that requests for information and access to schools for monitoring, evaluation, and investigation purposes by the GaDOE are provided in a timely manner. The GaDOE does have the right to make unannounced visits to a private school. |
| 16. |  | I understand the private school must annually submit a completed and signed GSNS compliance form as developed by the GaDOE. |
| 17. |  | I understand that failure by a private school to comply with any applicable state or federal law or regulation may result in the removal of the school from the Georgia Special Needs Scholarship authorized private school list. |
| 18. |  | I understand it is the school’s responsibility to stay informed regarding the GSNS Program by reading information provided to schools through e-mails, the GSNS web page <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>, and other forms of communications used by the GaDOE. |
| 19. |  | I understand that private schools cannot rely solely on funds received through the GSNS Program for its operation. |
| 20. |  | I understand that scholarships paid through the GSNS Program are dependent on appropriations made by the Georgia General Assembly; reductions to the State budget can result in reductions to the GSNS Program. |

**Compliance Form Check List**

*Failure by a private school to complete and submit the compliance form with all required additional documents will be considered non-compliant with requirements of the Georgia Special Needs Scholarship Program and could be removed as a participating private school in the program for the 2022- 2023 school year.*

* **Completed GSNS compliance form.**
* **Copy of the documentation the school provides to parents regarding its tuition and fees as well as its tuition and fee policies for the upcoming** **2023 – 2024 school year. Due to issues the GaDOE continues to encounter, tuition information must explain to parents how the school handles the processing of tuition for GSNS students. Due dates, any penalties, and payment plans should also be clearly outlined.**
* **If school changed locations during the 2022 – 2023 school year, a copy of school’s Certificate of Occupancy if it has not already been submitted to the GaDOE.**

**Proof of Accreditation for the 2022 – 2023 school year (one of the following)**

* **Copy of School’s Accreditation Certificate.**

**IMPORTANT FOR SCHOOLS STILL IN PROCESS OF RECEVING FULL ACCREDITATION**

* **An authorized private school approved for participation in the GSNS Program for the 2023 – 2024 school year that was provisionally accredited or in the process of receiving its accreditation must submit with its compliance form a certificate indicating it is now fully accredited from an agency listed in question 9. An authorized private school that cannot provide a copy of its accreditation certificate after its second year of participation in the GSNS Program (end of 2023 - 2024 school year) will be removed from the Authorized GSNS Private School List until the school receives full accreditation.**
* **An authorized private school that was approved for participation in the GSNS Program for the 2022 – 2023 school year that was provisionally accredited or in the process of receiving its accreditation from an accrediting agency must demonstrate it is making significant progress, as defined by its accrediting agency, toward receiving full accreditation. The school must include with its compliance form a copy of a letter from one of the accreditation agencies on the accreditation agency’s letterhead stating the progress the school is making toward receiving full accreditation with a date the accreditation agency expects the school to complete the accreditation process. An authorized private school that cannot provide such documentation from its accrediting agency will be removed from the Authorized GSNS Private School List.**

**Required Signature(s)**

I certify that I am legally authorized to sign and as required by O.C.G.A. § 20-2-2117, I hereby certify that the completed compliance form and all attachments for participating in the **2023 - 2024** Georgia Special Needs Scholarship Program, are true, complete, and correct. I also certify that all facilities used or sponsored by the school comply with all local city, county, municipal, state and federal laws and regulations pertaining to private schools and entities serving the public. I understand that any intentional and substantial misrepresentation of information in this compliance form or attachments will result in being barred from participating in the Georgia Special Needs Scholarship Program. Furthermore, any willful false statement I made in this compliance form may be a felony under O.C.G.A. section § 16-10-71 punishable by a fine of not more than $1,000.00 or by imprisonment for not less than one nor more than five years, or both.

I hereby certify and affirm that the above assurances are agreed upon and will be carried out.

Printed name of Director or Authorized Official(s)

Signature of Director or Authorized Official(s)

Date