Analizze Compliance Services

Segment 1: K-12 Private Schools – Eligible Documents

Reputations built over decades can't be undone by a single oversight—but they can fall due to a lack of documentation oversight.

In a highly complex regulatory environment like that of Florida's private K-12 schools, documentation alone is not enough. Records must be up to date, complete, and aligned with current legal standards, incorporating principles of safety, ethics, accessibility, and transparency.

Often treated as administrative formalities, these documents are actually critical vectors of institutional reputation. A poorly written enrollment policy, an omission in emergency protocols, or gaps in inclusion plans can each pose serious reputational, legal, and operational consequences.

The Analizze Platform identifies, from among dozens of possible records, the documents that carry the greatest regulatory weight and highest potential reputational risk when noncompliant. Below is a list of the key documents eligible for automated analysis, organized by functional area:

📁 1. Administrative and Institutional

1. Articles of Incorporation
2. Annual Private School Survey Registration (FLDOE)
3. Operating License (municipal/county)
4. Executive Team Qualifications
5. Faculty and Staff Manual
6. Organizational Chart
7. Internal Governance and Ethics Policies

📘 2. Academic and Pedagogical

8. Grade-by-Grade Curriculum Overview
9. Institutional Pedagogical Plan (IPP)
10. High School Course Catalog
11. Grading and Assessment Policy
12. Promotion and Retention Policy
13. Instructional Hours by Subject
14. Transfer Student Documentation
15. Faculty Credentialing and Certification Plan

📒 3. Admissions and Student Records

16. Enrollment and Tuition Agreement
17. Enrollment and Re-enrollment Forms
18. Student Academic Record (Cumulative File)
19. Attendance Logs

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20. Transfer/Withdrawal Records
21. Refund and Cancellation Policy
22. Records Retention Policy
23. Image/Data Consent Forms
24. Data Privacy Policy (FERPA-compliant)

⚖️ 4. Civil Rights, Inclusion, and Accessibility

25. Non-Discrimination Policy (Title VI)
26. Gender Equity Policy (Title IX)
27. Inclusion Policy (ADA & Section 504)
28. Individualized Education Plan (IEP)
29. ESE Reports
30. Section 504 Accommodation Plan
31. Anti-Bullying and Harassment Policy

🛡️ 5. Safety, Health, and Wellbeing

32. School Safety Plan (per Safe Schools Act)
33. Emergency Evacuation Plans and Maps
34. Emergency Drill Logs (lockdown, fire)
35. Alarm/Fire Extinguisher Licensing Records
36. Fire Department Reports (NFPA 101)
37. Medication Administration Protocols
38. Medication Logs and Parental Authorizations
39. Health Policies and Immunization Records
40. Accident/Incident Reports
41. First Aid Policy

🧾 6. Financial and Accounting

42. Annual Financial Report
43. GAAP-Compliant Financial Statements
44. Tuition and Fee Policy
45. Scholarship Records (e.g., FES)
46. Vendor Contracts
47. Fiscal Accountability Policy

👩‍🏫 7. Human Resources

48. Teacher Hiring Records
49. Level 2 Background Screening (DCF)
50. Employee Contracts and Staff Manuals

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51. Workplace Ethics and Harassment Policy
52. Training Logs (Title IX, child safety)
53. FLSA Compliance Declaration

🌐 8. Specific Documentation (when applicable)

54. SEVIS Registration (for international students)
55. English Language Learner (ELL/ESOL) Inclusion Plan
56. Technology Use Policy (COPPA, CIPA)
57. Electronic Device Consent Form
58. McKinney-Vento Compliance Statement
59. Records of Participation in Governmental Programs

Note: Analizze Platform's review does not simply verify the existence of these documents—it evaluates their structure, required content, and regulatory alignment based on current laws and sector best practices.