



Analizze Compliance Services

Segment 6: Special Education Private Schools Eligible Documents

When every document is part of the dignity of those who need it most.

1. Institutional and Regulatory Documents

1. Sunbiz Business Registration (Florida Division of Corporations)
2. Articles of Incorporation and Bylaws
3. Organizational Chart including Special Services Department
4. IRS 501(c)(3) Certification – if applicable
5. Private School Registration with FLDOE
6. School District Contracts – if applicable
7. Agreements with Scholarship Providers (FES-UA, McKay)
8. Accreditation Certificates (NCASES, Cognia, etc.)
9. Fire Department Inspection Report (NFPA 101)
10. Emergency Operations Plan (EOP)
11. DCF License – for therapeutic or residential programs

2. Student Records and Educational Plans

12. IEP Files (Individualized Education Programs)
13. 504 Plans – Accessibility accommodations
14. Behavioral Intervention Plans (BIPs)
15. Functional Behavior Assessments (FBAs)
16. Evaluation and Eligibility Reports
17. Progress Monitoring Reports
18. Disciplinary Documentation in accordance with IDEA
19. ESY Records (Extended School Year)
20. IEP Meeting Invitations and Participation Logs
21. IEP Amendment Records
22. FERPA Confidentiality Forms
23. Attendance Records
24. Transition and Transfer Plans

3. Admissions and Parent Communication Documents

25. Enrollment Form
26. Parent Handbook (including IDEA rights and procedural safeguards)
27. Tuition and Scholarship Policy (billing transparency)
28. Educational Service Agreement
29. Record Sharing Authorization Forms (FERPA)
30. Complaint Policy and Conflict Resolution Procedures
31. Annual Rights Notification (IDEA / FERPA)



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- 32. Parent Communication Logs / Contact Diaries
- 33. Consent Forms for Evaluation and Services
- 34. Media / Image Release Form



4. Staff and Technical Personnel Documents

- 35. Résumés and Professional Certifications
- 36. Florida Educator Certifications with ESE Endorsements
- 37. Therapist Licenses (SLP, OT, PT, BCBA...)
- 38. Paraprofessional Qualifications and Training
- 39. Continuing Education Records (focus on IDEA and ADA)
- 40. Background Screening Clearance Letters (F.S. 435)
- 41. Professional-to-Student Ratio Logs by Classroom
- 42. Crisis Management and De-escalation Training Certificates
- 43. First Aid and CPR Certifications
- 44. Staff Contracts and Job Descriptions



5. Health, Safety, and Specialized Services

- 45. Medication Administration Authorizations
- 46. Medication Logs and Storage Compliance
- 47. Medical Action Plans (asthma, seizures, diabetes, etc.)
- 48. Accident and Incident Reports
- 49. Physical Restraint Logs (if applicable)
- 50. Safe Transport Plan for Students with Disabilities
- 51. Physical Accessibility Checklist – ADA Compliance
- 52. Evacuation Drill Records



6. Finance and Accountability Documents

- 53. Annual Financial Statement (GAAP-compliant)
- 54. Scholarship Funds Usage Reports (FES-UA / McKay)
- 55. Public Contract Invoicing (district-level)
- 56. Billing Statements and Receipts for Families
- 57. Budget Planning for Special Education Services
- 58. IRS Form 990 or Annual Audit Report (nonprofits)



7. Digital Management and Data Protection

- 59. IEP Management System Access Logs
- 60. Student Information System (SIS) Policy with FERPA Controls
- 61. Data Privacy Policy (aligned with FERPA, ADA, and GLBA)
- 62. Remote Service Policy (teletherapy, virtual IEP meetings)



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Note: Analizze's analysis identifies critical gaps in sensitive areas such as legal student protection, IEP management, and public funding transparency.

For schools receiving public scholarships or maintaining district contracts, documentation must be detailed, auditable, and continuously updated.