Analizze Compliance Services

Segment 2: ESOL/ESL Language Schools – Eligible Documents

Where every rule followed is a promise of trust fulfilled.

The reputation of a language school is not built on academic outcomes alone - it rests on the integrity of its institutional documentation.

In Florida's regulatory landscape, where agencies like CIE, SEVP, and DHS actively supervise ESL operations, maintaining accurate, complete, and compliant documentation is not merely a best practice - it is a fundamental safeguard for institutional survival.

The following are key documents eligible for automated review by the Analizze Platform. These documents are analyzed not just for existence, but for structural soundness, regulatory compliance, and consistency with expectations from oversight bodies.

📁 1. Institutional and Regulatory

1. CIE License (Commission for Independent Education)
2. SEVP Certification (Form I-17)
3. Form I-20 Sample
4. SEVIS Active Status Confirmation
5. FLDOE Directory Registration (if applicable)
6. Organizational Chart
7. Articles of Incorporation / Bylaws
8. Mission and Educational Objectives Statement
9. CIE License Renewal Form
10. Compliance Affidavit – F.S. Chapter 1005

📘 2. Academic and Curriculum

11. ESL Curriculum Plan / Syllabus by Level
12. Lesson Plans by Level
13. Program Schedule by Language Skill
14. Total Instructional Hours and Competency Breakdown
15. Academic Performance Evaluation Policy
16. Placement and Leveling Policy
17. Attendance Policy (including SEVIS requirements)
18. Diagnostic Testing Protocol
19. Sample Completion Certificates
20. Individual Performance Reports

📄 3. Enrollment and Student Relations

21. Enrollment Agreement (FAC 6E-2.0041)
22. Student Catalog (FAC 6E-2.0042)
23. Refund and Cancellation Policy

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24. Grievance and Complaint Policy
25. Technology and Internet Use Agreement
26. Data Usage Authorization / FERPA Consent
27. Tuition Receipts and Billing Statements
28. Application Form and Checklist
29. Initial Placement Test Results
30. Academic Transcript / Cumulative Record
31. Attendance Logs (daily/weekly/monthly)
32. Academic Progress Reports
33. Reentry or Recovery Policy

📝 4. Faculty and Human Resources

34. Instructor Resumes and Diplomas
35. Instructor Qualification Records (FAC 6E-2.004)
36. Training and Professional Development Logs
37. Criminal Background Reports (F.S. § 1005.22)
38. Employment Contracts and Job Descriptions
39. Code of Conduct and Professional Ethics
40. Payroll and Work Hours Records (FLSA)

🛡️ 5. Facilities, Safety, and Health

41. Emergency and Evacuation Plan
42. Fire Inspection Report (NFPA 101)
43. Sanitation Report (Local Health Department)
44. First Aid and Medical Emergency Protocol
45. COVID-19 Protocols and Logs

🌐 6. Optional and Supplemental Documents

46. Accreditation Certificate (CEA or ACCET)
47. Annual Financial Statement (GAAP)
48. Marketing Materials (website, flyers, ads)
49. Student Satisfaction Surveys
50. Student Housing Agreement (if provided)
51. Welcome Manual / Orientation Kit
52. Educational Platform Logs (for online/hybrid courses)

Note: Analizze's automated analysis validates the structure, content, and regulatory compliance of each document based on the latest requirements from CIE, SEVP, FERPA, ADA, FLSA, and relevant federal and state standards.

While optional, these documents enhance institutional maturity and bolster a school's reputation during inspections and market evaluation.