



## Family Empowerment Scholarship for Students with Unique Abilities Full-time Private Tutoring Program Participation Agreement 2022-23

*Please read the 2022-23 Family Empowerment Provider Handbook. After reading, check off each item below to affirm you have read and understand each requirement as the provider of full-time private tutoring under the Family Empowerment Scholarship Program.*

***This document must be signed by individual providing the full-time private tutoring services. If another individual handles the administrative requirements for the full-time tutoring program for students and families receiving a Family Empowerment scholarship, he/she must also sign this document.***

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Address: \_\_\_\_\_

For the Family Empowerment Scholarship Program student named above:

I certify that my private tutoring program meets the requirements defined in [s1002.43](#), Florida Statutes, and is a FULL-TIME tutoring program for the above student.

I certify the student may achieve regular school attendance, as defined in [s1003.01\(13\)](#), Florida Statutes, by attendance in my private tutoring program.

I certify that I am the person tutoring the student and that I:

- Hold a valid Florida certificate to teach the subjects or grades in which instruction is being given to the student listed above.

Tutor Name: \_\_\_\_\_

DOE Number: \_\_\_\_\_

Subject(s) in which certified to give instruction:

\_\_\_\_\_

Grade Level(s) in which certified to give instruction: \_\_\_\_\_

- Keep all records and make all reports that may be required by the state and the district school board.

- Make regular reports on the attendance of students in accordance with the provisions of [s1003.23\(2\)](#), Florida Statutes. Private tutoring programs are required to keep all records and prepare and submit all reports that may be required by law and rules of the State Board of Education and district School boards. The records must include a register of enrollment and attendance, and the private tutor must make these reports available as may be required by the State Board of Education. The enrollment register must show the absence or attendance by each student enrolled for each school day of the year in a manner prescribed the State Board of Education. The register must be open for inspection by the designated school representative or the district school superintendent of the district in which the school is located.
  
- Require students to be in actual attendance for the minimum length of time prescribed by [s1011.60\(2\)](#) Florida Statutes. This means a term of 180 actual teaching days or the equivalent on an hourly basis as specified by rules of the State Board of Education each school year. The hourly equivalent for Kindergarten through grade 3 is not less than 720 net instructional hours and the hourly equivalent for grades 4 through 12 is not less than 900 net instructional hours.

I certify that I have read, understand and will comply with the requirements of [s1002.385](#), Florida Statutes.

I understand that, as a full time tutor receiving funds from the Family Empowerment Scholarship program, I may have no more than five (5) students at one time.

I certify that I have read and I understand that failure to abide by Step Up for Student's policies and procedures may result in a loss of payment or loss of eligibility as a participating private tutoring program in the Family Empowerment Scholarship program.

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Full time Private Tutoring Program Name: \_\_\_\_\_

Full time Private Tutor's Name (Print): \_\_\_\_\_

Full time Private Tutor's Signature: \_\_\_\_\_

Private Tutoring Program Admin Name (If Different): \_\_\_\_\_

Private Tutoring Program Admin Signature: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

**Please return completed form via email to [fes-gardinerpayments@sufs.org](mailto:fes-gardinerpayments@sufs.org) or via fax to 904-229-0624**