



ALABAMA DEPARTMENT OF REVENUE
 EDUCATIONAL SCHOLARSHIP PROGRAM
Non-Public School
Notice of Intent to Participate

Previously Applied

Effective Date of
 Original Approval _____

Instructions for Submitting Notice of Intent to Participate:

Submitting this form indicates your school's intent to participate in the Educational Scholarship Program. Please complete and submit this form to the Alabama Department of Revenue. The Alabama Department of Revenue will verify your school's eligibility to participate in this program.

SECTION I – School Information

NAME OF SCHOOL		FEDERAL TAX ID	
STREET ADDRESS		CITY	STATE ZIP CODE
TELEPHONE NUMBER ()	FAX NUMBER ()	EFFECTIVE DATE OF OPERATION AS A SCHOOL	
MAILING ADDRESS (IF DIFFERENT THAN ABOVE)		CITY	STATE ZIP CODE
NAME OF PRINCIPAL		PRINCIPAL'S TELEPHONE NUMBER ()	PRINCIPAL'S E-MAIL ADDRESS
PRIMARY CONTACT PERSON (IF DIFFERENT THAN ABOVE)		CONTACT'S PHONE NUMBER ()	CONTACT'S E-MAIL ADDRESS
SCHOOL EMAIL ADDRESS		SCHOOL WEBSITE ADDRESS	

Grades Taught: K 1 2 3 4 5 6 7 8 9 10 11 12

SECTION II – Accreditation Information

Please check the regional accreditation agency by which you are currently accredited and attach a copy of the certificate of accreditation.

- AdvancedED – Includes Pre K-12 divisions of the following:
 - North Central Association Commission on Accreditation and School Improvement (NCA CASI)
 - Southern Association of Colleges and Schools on Accreditation and School Improvement (SACS CASI)
 - Northwest Accreditation Commission (NWAC)
- Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS)
- New England Association of Schools and Colleges Commission on Independent Schools (NEASC-CIS)
- Accrediting Commission for Schools Western Association of Schools and Colleges (ACS WASC)
- National Council for Private School Accreditation
- American Association of Christian Schools
- Partner Accreditation Agency of one of accreditation agencies listed above.

Name and Address of Accreditation Agency: _____

Accreditation Date: _____ Accreditation Expiration Date: _____

Complete this section if your school is **NOT** accredited by one of the accrediting agencies listed above. You must meet **all** of the following requirements.

- Yes No ... My school has daily attendance of at least 85 percent over a two-year period.
- Yes No ... My school has a minimum 180-day school year, or its hourly equivalent.
- Yes No ... My school has a day length of at least six and one-half hours.
- Yes No ... My school requires all students to take the Stanford Achievement Test, or its equivalent.
- Yes No ... My school requires all candidates for graduation to take the American College Test before graduation.
- Yes No ... My school requires students in high school in grades nine through 12 to earn a minimum of 24 credits before graduating, including 16 credits in core subjects, and each awarded credit shall consist of a minimum of 140 instructional hours.
- Yes No ... My school does not subject special education students to the same testing or curricular requirements as regular education students if it is not required in the individual plan for the student.
- Yes No ... My school maintains a website that describes the school, the instructional program of the school and the tuition and mandatory fees charged by the school, updated prior to the beginning of each semester.
- Yes No ... My school will annually affirm on forms prescribed by the SGO and the Alabama Department of Revenue its status financially and academically and provide other relative information as required by the SGO.
- Yes No ... My school has been in existence for at least three years.

If the answer above is "No", please answer the question below.

- Yes No ... My school operates under the board of directors or equivalent of an accredited nonpublic school.

Accredited Nonpublic School

School Name: _____

Address: _____

Name of President of Board of Directors: _____

Telephone Number: (_____) _____

A nonpublic school shall have three years from the later of the date of notifying the Department of Revenue of its intent to participate in the scholarship program or June 9, 2015, to obtain the required accreditation. If, at the conclusion of this three-year period, the school is not accredited, the school shall not be considered a qualifying school and will not receive any funds from a scholarship granting organization until the nonpublic school obtains the accreditation required. Nonpublic schools must maintain accreditation as required by Act 2015-434.

SECTION III – Attestation

I understand that in order to participate as a qualifying non-public school in the Alabama Educational Scholarship Program certain requirements must be met. My initials by each statement below indicate that my school identified above complies with the statement.

GENERAL REQUIREMENTS

- _____ 1. My school operates in Alabama.
- _____ 2. My school may develop the terms and conditions under which it will allow a student who receives a scholarship from a scholarship granting organization (SGO) to be enrolled, but such terms and conditions will not discriminate on the basis of the race, gender, religion, color, disability status, or ethnicity of the student or of the student's parent.
- _____ 3. My school is a nonpublic, private, or parochial school, not under the jurisdiction of the Alabama Superintendent of Education and the Alabama Board of Education, providing educational services to children.
- _____ 4. My school shall maintain a website that describes the school, the instructional program of the school, and the tuition and mandatory fees charged by the school, updated prior to the beginning of each semester.
- _____ 5. My school will not enter into any agreement, whether oral or written, with a SGO that would prohibit or limit an eligible student from enrolling in the school based on the identity of the SGO from which the eligible student received an educational scholarship.

FINANCIAL ACCOUNTABILITY STANDARDS

- _____ 6. My school shall demonstrate financial viability, if it is to receive donations of fifty thousand dollars (\$50,000) or more during the academic year, by doing either of the following:
 - a. Filing with the SGO, prior to receipt of the first educational scholarship payment for that academic year, a surety bond payable to the SGO in an amount equal to the aggregate amount of scholarship funds expected to be received during the academic year.
 - b. Filing with the SGO, prior to receipt of the first educational scholarship payment for that academic year, financial information that demonstrates the financial viability of the qualifying nonpublic school.
- _____ 7. My school will provide written verification to each Scholarship Granting Organization (SGO) from which it accepts educational scholarship students and it will do all of the following:
 - a. Comply with all health and safety laws or codes that otherwise apply to nonpublic schools.
 - b. Hold a valid occupancy permit if required by the municipality.
 - c. Certify compliance with nondiscrimination policies set forth in 42 USC 1981.
 - d. Conduct criminal background checks on employees and exclude from employment any person not permitted by state law to work in a public school and any person who may reasonably pose a threat to the safety of students.
- _____ 8. My school by August 1 of each year will provide to each SGO from which it receives educational scholarships verification that the qualifying nonpublic school is in compliance with the Alabama Child Protection Act of 1999, Chapter 22A of this title. Any qualifying nonpublic school failing to timely provide such annual verification shall be prohibited from participating in the scholarship program.

ACADEMIC ACCOUNTABILITY STANDARDS

- _____ 9. My school will annually administer either the state achievement tests or nationally recognized norm-referenced tests that measure learning gains in math and language arts to all students receiving an educational scholarship in grades that require testing under the accountability testing laws of the state for public schools.
- _____ 10. My school will allow the costs of the testing requirements to be covered by the educational scholarships distributed by the SGO.
- _____ 11. My school will provide the parents of each student who was tested with a copy of the results of the tests on an annual basis, beginning with the first year of testing.
- _____ 12. My school will provide the test results to Alabama Department of Revenue (ADOR) on an annual basis, beginning with the first year of testing.
- _____ 13. My school will report student information that allows the state to aggregate data by grade level, gender, family income level, and race.
- _____ 14. My school will provide graduation rates of those students benefitting from education scholarships to the ADOR or an organization chosen by the state in a manner consistent with nationally recognized standards.
- _____ 15. My school will ensure that a student who receives an educational scholarship conforms to the attendance requirements of the school. If a student fails to conform, my school shall immediately communicate the failure to the applicable scholarship granting organization.

SECTION IV – Signature

As the principal officer of the above named school, I hereby attest that the information provided on documentation submitted with this form is true and correct. I agree, on behalf of the school, to comply with all requirements indicated in Act 2013-265 as amended by Acts 2013-265 and 205-434.

SCHOOL OFFICER'S PRINTED NAME

SCHOOL OFFICER'S SIGNATURE

TITLE

DATE

Submission Guidelines

- Step 1** – Complete this form.
- Step 2** – Print and sign the paper version of this form.
- Step 3** – Make a copy of these materials for your records.
- Step 4** – Send the original, signed hard copy to the following address:

**Alabama Department of Revenue
Attn: Educational Scholarship Program
P.O. Box 327010
Montgomery, AL 36132-7010**

For more information on the Educational Scholarship Program, please contact the Alabama Department of Revenue at 334-353-0602 or 334-353-9770.

A qualifying school may be barred by the Alabama Department of Revenue from participating in the tax credit scholarship program if the Department establishes that the qualifying school has intentionally and substantially failed to comply with the requirements in subsection (b) or subsection (c) of Section 16-6D-9 as amended by Act 2015-434.