












# Website Checklist for Florida Charter Schools

Per Florida Statute, charter schools “shall maintain a website that enables the public to obtain information regarding the school.”

This checklist was developed for FCSA member school leaders and board members.

## A charter school's website must include the following:

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- School's grade and academic performance 
- List of governing board members 
- Minutes of governing board meetings 
- Programs offered at the school 
- Any management companies, service providers, or education management that the school contracts 
- The school's annual independent fiscal audit 
- Fortify FL – Link prominently posted on school website per Florida Administrative Code Rule 6A-1.0018, the state's school safety requirements and monitoring procedures. <https://www.fldoe.org/core/fileparse.php/19958/urlt/8-2.pdf> 
- Grade Level Capacity – 1002.31(2)(b) *Each school district and charter school capacity determinations for its schools, by grade level, must be updated every 12 weeks and be identified on the school district and charter school's websites* 
- Open Enrollment – *Each charter school shall annually post on its website the application process required to participate in controlled open enrollment s.1002.33.* 

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- Parent liaison name and contact must be **posted prominently** on the charter school's website.

*Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, a charter school employee, or an individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate representative for each charter school in the district. The representative's contact information must be provided annually in writing to parents and posted prominently on the charter school's website.*

- Online Educational Service Information – Charter School using online educational services must follow Student Online Personal Protection Act (SOPIA) and FERPA, which protect students' Personally Identifiable Information (PII) and prevent the use of student data for non-educational purposes. Per FLAC 6A-1.09550, Schools are required to provide notice about the PII (personal information collected by online services on their websites, including a link to the service's privacy policy. More details available here:  
<https://www.fl DOE.org/core/fileparse.php/20670/urlt/24-2.pdf>

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- Custodian of Records for the school —required to include the person’s name, email, phone number and physical address.



119.12 Sunshine Law - *The Legislature has directed that a charter school must organize as a nonprofit organization, but allows it to be either a private or a public employer.[7] Regardless of whether a charter school operates as a public or a private entity, however, it is subject to the Public Records Law in Chapter 119, Florida Statutes, and the Open Meetings Law in section 286.011, Florida Statutes.[8]*

*All records and documents related to the school's operations must be accessible to the public as required by Florida's public records laws.*

*The records and meetings of a not-for-profit corporation granted charter school status are subject to the requirements of Chapter 119, Florida Statutes, and section 286.011, Florida Statutes, in accordance with section 228.056(11), **Florida Statutes, the charter requires that the school comply with the provisions of both Chapter 119 and section 286.011, Florida Statutes, relating to public records and public meetings.***

Florida charter schools must have a process for handling public records requests — including having an identified custodian of public records listed on the school’s website. The listing should include name, phone number, email, and physical address.

**The FCSA recommends consulting an attorney to ensure your website complies with applicable state laws.**