Requirements for Participating Schools

Comply with applicable federal, state, and local laws and regulations:

- Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
- Alabama Child Protection Act of 1999 (Chapter 22A of Title 16, Code of Ala. 1975)
- Health and safety laws or codes
- Hold a valid occupancy permit if required by local ordinance
- Agree not to discriminate based on grounds of race, color, or national origin in the provision of its services

Student Enrollment Requirements:

- Provide enrollment verification documentation for the appropriate academic year to the parents to upload to their CHOOSE Act application.
- Notify ALDOR within ten business days of participating student's graduation, withdrawal, or other events that occur in which the participating student is no longer enrolled at the participating school.

Approved Educational Expenses Requirements:

- Provide participating student's parent with a non-handwritten invoice for an approved expense for payment from a student's education savings account. Invoice must include the following information:
  - Participating School Name and Address
  - Participating Student Name
  - Parent Name
  - Date of Invoice
  - Date(s) of Service
  - Type of Service (what payment is for)
  - Total Amount Due
- Participating school agrees not to discriminate against participating students in setting tuition or fees.
- Participating school agrees not to refund, rebate, or share any portion of a participating student's education savings account (CHOOSE Act funds) with a parent or student in any manner. Program funds may only be used for approved expenses.

Reporting Requirements:

- Provide ALDOR with school-level test results for participating students, provided that no party shall disaggregate data to a level that could identify the academic level of individual students. *(See Testing Requirements Form.)*
- Submit annual reports to ALDOR concerning implementation of the program, including the number of students participating, services provided, and other similar information requested by the department. *ALDOR will provide participating schools with a template form to complete each year.*
- Document amounts received for all qualifying expenses in a manner prescribed by ALDOR. *This requirement is achieved through the invoicing process.*
- Notify ALDOR within ten business days of participating student's graduation, withdrawal, or other another event that occurs in which the participating student is no longer enrolled at the participating school.

Participating Student Testing Requirements:

- At least once annually, participating students must take either a standardized assessment aligned with the curriculum of the participating school, a nationally norm-referenced assessment, or a nationally recognized aptitude assessment of the participating school's choice, which may include the ACT, SAT, the Stanford Achievement Test, the Wechsler Individual Achievement Test, the Otis-Lennon School Ability Test, the Armed Services Vocational Aptitude Battery, the Iowa Test of Basic Skills, the Classic Learning Test, TerraNova, and others as approved by ALDOR.
- Special needs students, for whom standardized testing is not appropriate, are exempt from the testing requirements.
- Provide the parents of each participating student who was tested with a copy of the results of the tests on an annual basis, beginning with the first year of testing.
- Provide ALDOR with school-level test results for participating students, provided that no party shall disaggregate the data to a level that could identify the academic level of individual students. *ALDOR will provide participating schools with a template form to complete.*
- Participating schools with fewer than 20 participating students enrolled are not required to report school-level test results to ALDOR.
- If a participating school chooses not to remain in CHOOSE Act Alabama, the required testing must be submitted to ALDOR within 30 days of the close of the academic year.

Failure to fulfill the agreements made constitutes as grounds for the department, in its discretion, to suspend or disqualify the participating school from receiving program funds.