

What is the process to obtain a School Capacity Availability Determination (SCAD) Letter?

During this COVID-19 pandemic, and to assure safety, the preferred method of submission for a SCAD Letter is online. If online submission is not viable, please note that the review of your application for a SCAD Letter may be delayed a few days.

To submit your application online, please complete the following steps.

- 1) Pay the appropriate fee online. See Fee Schedule at:
https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13479/ApplicationFees_2024.pdf
- 2) Go through the online payment process, at the end of which, you will receive an invoice. Save invoice.
- 3) Fill out and sign a Public School Impact Application (PSIA). See PSIA at
<https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13479/PublicSchoolImpactApplication0524.pdf>
Save PSIA.
- 4) Email completed PSIA and invoice with a copy of a survey for the project to
PRM_growthmanagement@browardschools.com

Alternatively, you can submit the application package (PSIA, invoice, and survey) by mail. Under this scenario if you have not notified Glennika Gordon in advance that your application will be delivered by mail, please notify her through email at PRM_growthmanagement@browardschools.com or by telephone at 754-321-2172.

Attention: Glennika Gordon

Facility Planning and Real Estate Department
600 SE 3rd Avenue, 8th Floor
Fort Lauderdale, FL 33301

If online payment is not viable, you may pay by check with the appropriate amount from the fee schedule above made the check payable to The School Board Broward County, Florida with a mailed or hand-delivered application package.