

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_2021.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/PublicSchoolImpactApplication1.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 or deliver the application package in person. Under this scenario, and if you have not notified Tammy Sartin ahead of time of your plans to deliver the application package in person, please notify her in advance via email at PRM_growthmanagement@browardschools.com or by telephone at 754-321-2160. Alternatively, you can proceed to the Kathleen C. Administration Building located at 600 SE 3rd Avenue, Fort Lauderdale Florida 33301, and leave the application package at the Security Desk, and staff will pick up the same and process application package within five (5) working days.

Attention: Tammy Leshawn Sartin

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.