



## Compliance Form Deadline

### Special Points of Interest:

- Attendance Verification for the February 2009 scholarship payment must be submitted between **January 5-9, 2009**.
- Participating private schools must postmark the signed and notarized Scholarship Compliance Form by **March 1, 2009**, to be eligible to participate next school year.

The deadline to submit the Scholarship Compliance Form to renew participation for the 2009-10 school year is quickly approaching. The **signed and notarized** form must be postmarked to the Department by **March 1, 2009**. This deadline is established in Rule 6A-6.03315, Florida Administrative Code; therefore, forms postmarked after the deadline cannot be accepted.

If you are awaiting documentation such as an inspection report or background screening results, **do not delay sending the Scholarship Compliance Form**. Renewing private schools that have submitted a Scholarship Compliance Form by the March 1st deadline, will have until May 1, 2009, to resolve any outstanding compliance issues.

A Regional Manager or Customer Service Representative will contact each private school upon receipt of the Scholarship Compliance Form to inform the school of their status. A letter will also be mailed to each school detailing compliance deficiencies or notifying the school of its full compliance with program requirements.



The date your school's compliance form is received can be found on the School Choice Web site when logged in as a private school administrator. If you have any questions about the compliance renewal process, please contact your Regional Manager.

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## LDA Annual Conference

The Florida Chapter of the Learning Disabilities Association of America will be hosting its annual conference on Saturday, January 24, 2009, at the Embassy Suites Hotel in Altamonte Springs. The LDA exists to advocate for students with learning disabilities and the theme of the conference is informing and empowering parents and professionals.

A link to the registration form is available in the **News and Upcoming Events** section of the School Choice Web site at: [www.floridaschoolchoice.org/information/news.asp](http://www.floridaschoolchoice.org/information/news.asp).

If you have any questions, please contact the LDA-FL offices at [ldaf00@sunline.net](mailto:ldaf00@sunline.net).



## Intent to Participate for the 2009-10 School Year

The last day to file intent for a McKay Scholarship for the current school year is January 31, 2009. Any new scholarship students who file intent by this date must be enrolled by March 2, 2009, to be eligible to receive a fourth quarter scholarship payment on April 1, 2009.

Intents filed after January 31, 2009, will be for the 2009-10 school year. These students must be enrolled in a participating private school by August 2, 2009, in order to be eligible for a first quarter scholarship payment on September 1, 2009.

Although a student is not eligible for payment if intent is filed after January 31, 2009, a parent may choose to enroll an eligible student in a participating private school for the remainder of the 2008-09 school year at his/her own expense.



Of course, parents also have the option of keeping the student in public school for the rest of the 2008-09 school year.

Please note that all students enrolled for the 2008-09 school year, regardless of whether or not they received payment, must be re-enrolled by the private school by August 2, 2009, to be eligible for a first period payment next school year. More information about student enrollment will be included in a future newsletter.

Finally, we would just like to remind private school administrators that all parental intents to participate in the McKay Scholarship Program **must be filed prior to the student withdrawing from public school**. A new intent does not have to be filed for a student already participating in the program in a private school.

## Warrant Cancellation Process

We would like to remind participating private schools of the Department's warrant cancellation policy for McKay Scholarship payments.

By law, scholarship warrants (payments) are sent directly to the private school and must be restrictively endorsed by the parent of the scholarship student. If a warrant is not signed and deposited within six months of its issue date, the warrant will be cancelled. If you attempt to deposit a warrant more than six months after it was issued, it may be returned by your financial institution.

We recommend parents of scholarship students sign scholarship warrants as soon as possible

after they are received and the participating private schools deposit the warrants as soon as possible after parental endorsement.

If a payment is received in error, such as for a student that was not in attendance for the minimum of 10 school days, the payment must be returned to our office immediately.

We attempt to contact each school prior to canceling any warrants; however, in the event that a warrant has not been deposited within six months of issuance, please contact our payment specialist, Scott Lingo, at (850) 245-0872, or via e-mail at [scott.lingo@fldoe.org](mailto:scott.lingo@fldoe.org).

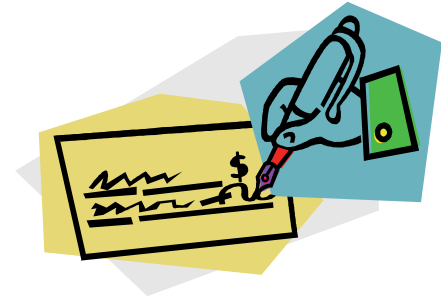


A new year often brings changes such as new staff or a new location. Please login to the School Choice Web site and click "View School Info" to **ensure your school's address, telephone number, fax number, and e-mail address are up to date**. Incorrect contact information or typos may prevent you from receiving important scholarship program communications. If corrections are necessary, please contact your Regional Manager as soon as possible.

## McKay Scholarship Payments—Restrictive Endorsement

In addition to canceling warrants outstanding for more than six months, the Department reviews a sample of warrants after each payment period to confirm that the parent has restrictively endorsed the warrant pursuant to s. 1002.39(10)(f), F.S.

As part of our continued efforts to effectively administer the state scholarship programs and monitor program accountability, the Department will be sending notifications to a number of participating private schools that did not demonstrate compliance with the restrictive endorsement requirements for the September and November 2008 McKay Scholarship payments.



The most common reason for noncompliance was warrants that were not endorsed to the account of the private school. Please note that even if your school is owned by a corporation or a church, **the restrictive endorsement should indicate the name of your private school as it appears on your Scholarship Compliance Form.** In addition, the warrant **must be signed by the parent or guardian whose name appears on the front of the check.**

More information about this requirement can be found in the [Restrictive Endorsement Technical Assistance Paper](#) on the School Choice Web site. If you have any questions, please do not hesitate to contact your Regional Manager.

## McKay Attendance Verification

All private schools participating in the McKay Scholarship Program **must complete attendance verification for each scholarship student** in order to receive a third quarter scholarship payment.

Failure to complete the attendance verification requirement will result in the postponement of scholarship payments until the next scheduled payment period (April 1, 2009).

Attendance verification is available from **January 5-9, 2009**. Please login to the School Choice Web site as soon as possible in order to fulfill this requirement.

If you need assistance, please contact your Regional Manager directly or via our School Choice information hotline **immediately** at (800) 447-1636.

## Regional Manager—Region 1

We regret to inform you that Nathan Aker has resigned from the Office of Independent Education and Parental Choice and is no longer the Region 1 Manager. Nathan has moved to South Florida and the Department is currently in the process of filling this vacancy.

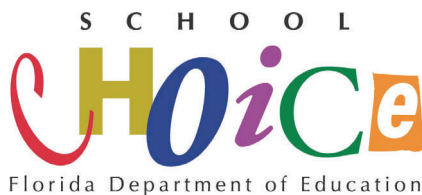
In the meantime, participating private schools in Region 1 (Northwest Florida) should contact Pam London at [pamela.london@fldoe.org](mailto:pamela.london@fldoe.org) if they have any questions or student issues. Pam will be processing compliance documentation for scholarship schools in Region 1 until a replacement Regional Manager has been hired and trained.

## Office of Independent Education and Parental Choice

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*"Increasing the Quantity and Improving the Quality of Education Options"*

**ON THE WEB AT:**

**WWW.FLORIDASCHOOLCHOICE.ORG**

Current and previous newsletters are available in PDF format on the School Choice Web site when logged in as a private school administrator. Click on the "Newsletters" link on the Quick Navigation bar on the left hand side of the screen.

## MCKAY SCHOLARSHIP PROGRAM 2008-09 IMPORTANT DEADLINES\*

2008-2009 Payment Period	Payment Date	Parental Intent Deadline	Private School Enrollment Deadline	Attendance Verification Available Online	Attendance Verification Deadline
July 1 – Sept 30	September 1	July 3	August 2	N/A	N/A
Oct 1 – Dec 31	November 1	September 2	October 2	October 6	October 10
Jan 1 – Feb 28	February 1	December 3	January 2	January 5	January 9
Mar 1 – June 30	April 1	January 31	March 2	March 2	March 13

\*Private schools participating in the Corporate Tax Credit Scholarship Program must meet the deadlines set by the Scholarship Funding Organizations to receive payment.

Please note that the deadlines for filing a parental intent and private school enrollment are statutory deadlines; therefore, the department cannot make exceptions if these deadlines are missed.

Failure to complete attendance verification will result in a postponement of scholarship payments until the next scheduled payment period.