

Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

Volume 4, Issue 4

November 2009



Special Points of Interest:

- **December 3rd** is the McKay intent deadline for the third quarter. Students must be enrolled by January 2, 2010 to receive payment.

Private School Annual Survey

We would like to thank all the participating private schools that have already submitted a 2009-10 **Private School Annual Survey**.

The submission of the survey is a requirement for scholarship compliance renewal. Therefore, if you have not yet submitted the form, please do so as soon as possible. It is important to ensure that a hard copy of the form is signed, notarized, and mailed to the Department for your school's file.

If you have submitted the survey and need to make changes to the information provided, you can submit the changes by printing a copy of the survey and mailing it to the Department, or by sending the corrections via e-mail to your Regional Manager.

Changing Locations?

Keep us informed

With a new school year under way, we would like to ensure that participating private schools are aware of the requirements for maintaining compliance with scholarship program laws in the event that the school location changes.

A private school that changes location must notify the Department of Education within 15 days after a change. However, it is important to note the distinction between notifying the Department of your move and maintaining compliance with scholarship program participation requirements.

By signing and notarizing the Scholarship Compliance Form, a private school is certifying that it is currently in compliance with

all scholarship program rules and reporting requirements **and will remain in compliance** throughout the school year. Therefore, when a private school changes locations and **before** scholarship students begin attending classes at any private school's physical location where regular and direct contact occurs, the location must comply with the applicable state and local health, safety, and welfare, laws, codes, and rules as required by section 1002.421(2)(g), Florida Statutes.

Failure to maintain compliance may result in the ineligibility of the private school to participate in the scholarship programs in accordance with section 1002.421(5), Florida Statutes.



Inside:

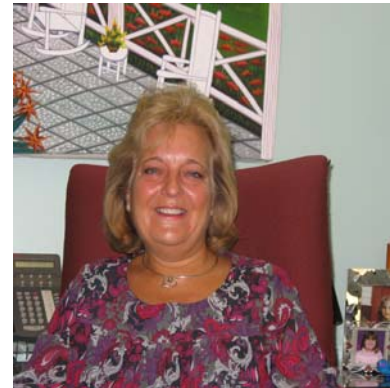
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Happy Thanksgiving...

Spotlight On: Pamela London

The Employee Spotlight for the month of November shines on **Pamela London**, who, with the departure of Donn Githens, has stepped into the role of **Scholarship Program Manager**. In addition to overseeing the Customer Service Center, Pam now manages the entire Scholarship Program staff. Pam originally joined the Department of Education in 2005 as a Regional Manager and has acted as Assistant Scholarship Program Manager for the last three years.

With a degree in public administration, Pam worked for many years in the Alachua County court system, and as a Program Specialist in Exceptional Student Education for the Alachua County School District.



When not working, Pam enjoys cruises and traveling to other countries, reading, and spending time with her granddaughter, Alexis.

Pam is a strong believer in parental choice in education and is looking forward to bringing her extensive understanding of scholarship issues and knowledge of the laws that govern the programs to her new position.

Important Program Dates *Mark your calendar*

Please be aware of the following important McKay Scholarship dates.



December 3—Date by which students must file intent to receive the February 1 payment.

January 2, 2010—Date by which students with a valid Intent must be enrolled to receive the February 1 payment.

January 4-8—Attendance Verification week for the third payment period.

January 31—Intent filing deadline for the 2009-10 school year.

February 1—Intents filed for the McKay Scholarship on or after this date apply to the 2010-11 school year.

March 1—Date by which the signed and notarized Compliance Form must be postmarked.

March 2—Date by which new McKay students who filed by January 31 must be enrolled in order to receive the final quarterly payment.

March 3-16—Attendance Verification period for the fourth payment.

May 1—Deadline by which any outstanding Compliance issues must be resolved to be renewed for participation in the 2010-11 school year.

June 1—Date by which requests for missing payments must be submitted.

Contact your Regional Manager promptly with any questions regarding these deadlines.

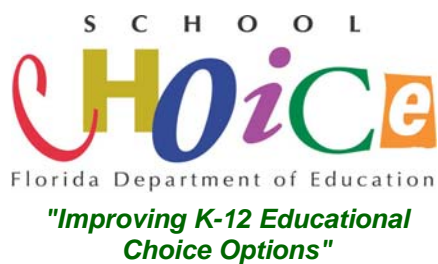
Scholarship Compliance Renewal

Scholarship Program Compliance Renewal will begin this month for private schools that wish to continue participating in the McKay and Florida Tax Credit Scholarship programs for the 2010-11 school year. Notification letters for fully renewing schools will be sent this month. Full renewal is required every third year. Letters for standard renewing schools will go out in early December.

The **2010-11 Scholarship Compliance Form** and instructions for completion are now available on the School Choice Web site. Instructions may be found under **Technical Assistance** when logged in as a private school. *(Please note that printed instructions will not be mailed this year.)*

The Scholarship Compliance Form must be postmarked to the Department by **March 1, 2010**, in order for the school to remain eligible to participate next school year. Any outstanding issues must be resolved on or before May 1. Please contact your Regional Manager if you have any questions.

Office of Independent Education and Parental Choice



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MCKAY SCHOLARSHIP PROGRAM 2009-2010 IMPORTANT DEADLINES*

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 5	October 9
Jan 1 – Feb 28	February 1	December 3	January 2	January 4	January 8
Mar 1 – June 30	April 1	January 31	March 2	March 3	March 16

*** Please note:**

- Private schools participating in the **Florida Tax Credit Scholarship Program** (formerly the Corporate Tax Credit Program) must meet the deadlines set by the Scholarship Funding Organizations to receive FTC payment.
- 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.

Current and previous newsletters are available in PDF format on the School Choice Web Site.