

Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

Volume 4, Issue 5

December 2009



Special Points of Interest:

- **Attendance Verification** for the February 2010 scholarship payment must be submitted between **January 4-8, 2010**.
- New scholarship students must be **enrolled by January 2, 2010**, to be eligible to receive a February 1st payment (parent must have filed intent by December 3rd).
- The Scholarship Compliance Form must be post-marked by **March 1, 2010**, to renew participation in the scholarship programs for the 2010-2011 school year.

McKay Student List and Withdrawal Procedures

As the second half of the school year approaches, please take a moment to ensure your McKay Student List is accurate. Look for any students that are still listed as **registered**. Registered students are not eligible to receive a payment. The student must be **enrolled** by entering an individual student fee schedule and first date of attendance.

If a McKay student is no longer enrolled or attending your school, the student should be immediately **withdrawn** from your McKay Student List on the School Choice Web site. Failure to withdraw a student may result in difficulties transferring his or her scholarship to a new school. Please note that if the parent of a McKay student has unpaid fees or

F.Y.I. **The withdrawal date is the student's last date of attendance.**
The withdrawal date must be on or after the student's first date of attendance; therefore, if a student was enrolled but never attended, the student's first date of attendance should be entered as the withdrawal date. The first date of attendance is provided on the withdrawal tab as a reference.

incomplete documentation, the private school **may not** refuse to withdraw the student as collateral for these unresolved obligations.

To withdraw a student, select the **Withdraw** tab on the student's general information page. Then enter the student's withdrawal date (last date of attendance), the name of the person completing the withdrawal, and a brief explanation of the reason for withdrawal. Pursuant to Rule 6A-6.0970, F.A.C., private schools are responsible for the return of all scholarship funds that were received in error, including for students that were not in attendance; therefore, timely submission of withdrawal information will save your school the hassle of returning incorrectly issued scholarship payments.

Inside:


In the News	2
Maintaining Student Records	2
Mark Your Calendar	2
Compliance	3
2009-10 Program Deadlines	4

FTC Norm-Referenced Testing Reminder

Private schools participating in the Florida Tax Credit (FTC) Scholarship Program are required to annually administer one of the norm-referenced assessments approved by the Department of Education to all FTC students in grades 3-10. When sending the assessments to be scored, please be sure to **request national percentile rankings** (not just the number correct) from the scoring company. As in previous years, Professor David Figlio will be collecting copies of each FTC student's test scores for the 2009-10 school year. Send copies of score sheets with the student's name, testing date, and national percentile ranking to: David Figlio, School Reporting Compliance Center, Department of Economics, University of Florida, Gainesville, FL 32611-7140.



Important Program Dates
McKay Scholarship



Please be aware of the following important McKay Scholarship dates.

December 3—Date by which McKay Intent must be filed in order 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.

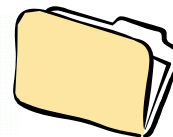
March 3-16—Attendance Verification period for the fourth payment .

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.

Are your records in order? Student Information



Private schools are required to maintain certain records on their facility, their staff and their students, and to have those records ready and available for inspection upon request by the Department of Education. Each year, a number of McKay and Florida Tax Credit Scholarship schools are randomly selected per s.1003.29 F.S. for site visits. During these visits, DOE representatives will inspect the school records for compliance, including student records. This month, we address the **retention of student information**. For additional information, please review [Detailed Requirements for Private Schools](#).

Each student's file must include permanent identifying information and temporary information as defined in s. 1002.42 (3)(a)2.a and b F.S.

Permanent Information *must include* the student's full name, date of birth, place of birth, race, sex, last known address, and identification of student's parents. Documents may include copies of the student birth certificate and parent drivers license or other official document, as well as a record of current address. Other information may include last school attended, date enrolled and withdrawn, number of days attending and absent, and records of achievement.

Temporary Information is verified information which is subject to change, and ***must include***:

- Health information as outlined in s. 1003.22 F.S. (School Entry Health Exam-DH 3040, Certification of Immunization-DH 680, Immunization Annual Report-DH 684)
- Teacher's register of student's daily attendance
- Standardized test scores for Florida Tax Credit students
- Documentation of honors and activities, personal attributes, work experience, parent communications, staff comments and special reports.

If a private school should close, Florida law requires that the school's student records be transferred to the public school district in which the school is located.

In the News

• Changes to FCAT for High School Graduation

The Department of Education has issued the following memorandum regarding the Changes to FCAT for High School Graduation. The memorandum may be viewed at: <http://info.fldoe.org/docushare/dsweb/Get/Document-5530/FCAT2009-10-9thgrade.pdf>

• Professional Development Opportunities for Next Generation Sunshine State Standards in Math

The Department of Education has issued the following memorandum regarding the Professional Development Opportunities for Next Generation Sunshine State Standards in Mathematics. The memorandum may be viewed at: <http://info.fldoe.org/docushare/dsweb/Get/Document-5523/dps-2009-171.pdf>

Compliance Renewal


Compliance Renewal for the next school year has begun! The 2010-2011 Scholarship Compliance Form was posted on the School Choice Web site in November. Compliance renewal letters have been mailed to all Fully Renewing schools, and the Standard Renewal letters will be sent this month. As a reminder, instructions for completion of the Compliance process are **online only** this year, and may be found under the **Technical Assistance** link when logged in as a private school.

The deadline to postmark a signed and notarized Scholarship Compliance Form for a renewing school is **March 1, 2010**. The deadline to resolve any outstanding compliance issues including the submission of applicable inspection reports and fiscal soundness documentation is **on or before May 1, 2010**.

Compliance Status Example

If a **Compliant On date is present, your school is eligible to participate for the upcoming school year.**

Compliance Form	
Last Submitted:	11/13/2008 10:21:50 AM
Copy Received:	11 17 2008
Reviewed:	12 2 2008
Compliant On:	12 2 2008



You may view your school’s compliance status for 2010-2011, by clicking on the “View School Info” link on the Quick Navigation bar when logged in. As you can see from the example, the section labeled “Compliance Form” displays the date the Scholarship Compliance Form was submitted online, the date it was received by the

department, and the date it was reviewed by your Regional Manager. The “Compliant On” date is entered by your Regional Manager once your school has demonstrated compliance with all program requirements.

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

Now is the time to submit your renewal documentation for the 2010-2011 school year. Regional Managers and scholarship support staff will become increasingly busy as the deadline approaches. Please do not wait until the last minute.

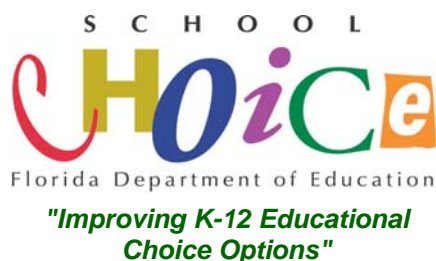
Compliance Workshops - Come, learn, and complete your form on site!

In an effort to provide technical assistance before compliance deadlines, the School Choice Office will host our first **Scholarship Compliance Workshops** at six locations throughout the state. Each training will be conducted from 9:00 a.m.–3:00 p.m. and will include six topics: Application and renewal process, Important deadlines and required forms, Level 2 screening (VECHS) (BEC-PASS), Registering and enrolling students, Ethics in Education Act policies and procedures, and Payment issues.

Scholarship staff will be available to answer questions and assist you with completing your Compliance Form during the workshop. We encourage all schools to send a representative. If you plan to attend, please confirm the date and number attending via e-mail by December 4, 2009. Contact: Cathy Russell, Program Specialist, at cathy.russell@fldoe.org or (850) 245-9640.

Scholarship Compliance Workshops - 2010		
January 20	Tallahassee	FDOE 325 W. Gaines St.
January 21	Jacksonville	First Baptist Academy of Jacksonville 600 N. Main St.
January 26	Tampa	Tampa Bay Christian Academy 300 E. Sligh Ave.
January 27	Orlando	Central Florida Prep 1450 Citrus Oaks Ave. Gotha, FL
February 2	Miami	LaProgressiva Presbyterian 2480 NW 7th St.
February 3	Ft. Lauderdale	Ft. Lauderdale Preparatory School 3275 West Oakland park Blvd.

Office of Independent Education and Parental Choice



Michael Kooi, Esq.
Executive Director

Florida Department of Education
325 W. Gaines Street, Suite 522
Tallahassee, FL 32399-0400

Toll-Free: (800) 447-1636
Fax: (850) 245-0875
E-mail: schoolchoice@fldoe.org

ON THE WEB AT: WWW.FLORIDASCHOOLCHOICE.ORG

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.