

# Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

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April 2010

## Fee Schedules & Student Enrollment

As you may know, **general fee schedules** are required to be submitted each school year, and **individual student fee schedules** must be submitted upon enrollment of a new scholarship student or re-enrollment of a current scholarship student. For the 2010-2011 school year, the fee schedule submission and student enrollment process will begin in May.

Enrollment of a scholarship student is a two-step process. First, the student must be **REGISTERED**. Simply locate the student's information in the Department's database and add the student to your private school's McKay student list. These students will appear under the **Registered Students** heading.

**To complete the process and ensure payment, the student must then be ENROLLED.** In this step, you must create and submit an individual fee schedule for the student. By statute, enrollment must be completed at least 30 days prior to payment; therefore, the enrollment deadline for a first period payment is August 2, 2010.

Notices will be posted on the Private School Administrator home page when the fee schedule submission and student enrollment functions are available for the 2010-11 school year.

### Special Points of Interest:

- Parents must file intent for the 2010-11 school year by **July 3**, and schools must enroll by **August 2** in order to receive the first quarter payment.
- Requests for missed payments must be made by **June 1** of the fiscal year in which they are due.

## Scholarship Compliance Deadline — May 1



Renewing private schools that met the Scholarship Compliance Form submission deadline of March 1 must resolve any outstanding compliance issues by **May 1, 2010**, in order to remain eligible to participate in the state scholarship programs for the 2010-11 school year. This means all documentation **must be received by our office** on or before May 1. Schools having unresolved issues after May 1 will not be able to participate in the McKay or FTC Scholarship Programs for the upcoming school year.

Outstanding compliance issues may include the need to submit inspection reports, the Owner/Chief Administrator's background screening results, fiscal soundness documentation for schools that have been in operation for less than three years, or a corrected Compliance Form. Please contact your regional manager for assistance if you have any questions.

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## Parent Reminders

### Check Contact Information

As participating private schools accept new students and reenroll current McKay students, we ask you to ensure valid parent contact information in the student's McKay Scholarship record. Please also ensure that the SSN for the parent/guardian is correct. Failure to verify the SSN may result in the delay/cancellation of payments.

Parent contact information may be updated by selecting a student's name from the McKay Student List. Then click on the link titled **View/Edit Parent Data**. From this page, you may revise the parent's address, phone numbers, and e-mail address. Click the **Save Changes** button to store the new data.

For changes to a parent's name or social security number, please submit a **Guardian Change Form** because these changes affect the McKay Scholarship payment system.

### Summertime Warning



Far too often, McKay parents seeking summertime activities for their child make the mistake of enrolling them in summer programs provided by the local school district, thereby losing the scholarship as a result. Please remind parents that entering **any** program funded by the school district through the FEFP (Florida Education Finance Program) is regarded as a "return to public school" and will result in forfeiture of the McKay Scholarship. These programs may include Extended School Year, Drivers Education, remedial programs, summer camp, or any other program for which the district receives FEFP funding.

## FTC Norm-Referenced Testing

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. Technical Assistance and a list of approved [Norm-referenced Assessments](#) adopted in State Board Rule 6A-6.0960 is available on the School Choice Web site.

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.

### Where is it written....?

**Section 220.187, Florida Statutes, requires private schools participating in the FTC Scholarship Program to annually administer or make provisions for scholarship students to take a nationally norm-referenced test identified by the Department.**

**The statute also requires the parent of a FTC Scholarship student to ensure that the student takes the norm-referenced assessment offered by the private school.**

## Scholarship Office Changes

It's a case of good news and bad news.... We are sorry to report that **Wendy Sikora**, after serving the Northeast area as Regional Manager, is moving on to another office within the Department of Education. While we will miss Wendy's smiling face and can-do attitude, we wish her all the best in her new responsibilities.

On the other hand, we are very pleased to announce the appointment of new Regional Manager, **Vicki Maldonado**. Vicki, who has worked in our Call Center for over two years while completing her undergraduate degree from Florida State University in psychology, brings significant understanding of Scholarship laws and processes to her new position. Vicki is currently in training for her new role and looks forward to the challenges of being a Regional Manager.



## Payment Issues

### June 1 Payment Request Deadline

Missed scholarship payments may be requested by the private school. However, **those** requests must be made by June 1 of the current school year, according to paragraph (5)(f) of Rule 6A-6.0970 F.A.C.:

***(f) To ensure proper administration of scholarship funds, all claims by private schools for missed scholarship payments must be made by June 1 of the fiscal year in which the scholarship payment was originally due.***

Please ensure that any payment requests are made by the June 1 deadline.

### Expiration of Warrants

Any warrant that is not cashed within six months of payment will be cancelled. A reminder notice is issued to schools with checks that are still outstanding three months after payment. No further reminders are provided. Please ensure that all warrants are appropriately handled within this time-frame.

### Returning Payments

If your school receives a payment for a student who did not attend classes for at least 10 school days within the payment period, the warrant must be immediately returned. Failure to return scholarship funds issued in error may jeopardize the private school's ability to continue participation in the state scholarship programs.

Please send returned payments along with an explanation for the return to:

*Florida Department of Education  
Independent Education and Parental Choice  
Attn: Scott Lingo  
325 W. Gaines Street, Suite 522  
Tallahassee, FL 32399-0400*



## Mark Your Calendar- Important Program Dates

**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.

**July 3**—Intent filing deadline to be eligible for the first 2010-11 payment on September 1.

**August 2**—Date by which new and renewing McKay students must be registered and enrolled in order to receive the September 1 payment.

**September 2**—Intent filing deadline to be eligible for the November 1 payment.

**October 2**—Date by which students filing by September 2 must be enrolled to receive the second quarterly payment.

***Please contact your Regional Manager with questions regarding these deadlines.***

## In the News

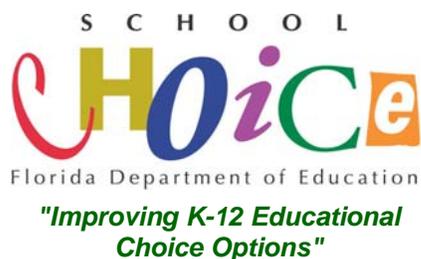
### Working With the Experts

Dr. Sylvia Diehl of the University of South Florida will present ***Addressing Literacy Outcomes for Students with Autism Spectrum Disorders***. The event is scheduled for April 16-17, 2010, at the Doubletree Hotel in Tallahassee. Please reserve by April 9th, online at <http://www.flwwe.net>. Hotel reservations must be made by April 2nd. For more information, please contact: Sandy Grider at [sgrider@mail.ucf.edu](mailto:sgrider@mail.ucf.edu) or Shannon Hall-Mills at [shannon.hall-mills@fldoe.org](mailto:shannon.hall-mills@fldoe.org), or call 850-245-0478.

### Parent Involvement Next Town Hall Topic

***Parent Involvement*** will be the topic of the next School Choice Town Hall Meeting. Parents will learn a variety of ways they can partner with schools to support their child's academic success. The presentations, sponsored by the School Choice Parent Advisory Council, will be held April 27th, in Quincy, Jacksonville, Tampa, Miami and Orlando. To learn more, please visit [www.floridaschoolchoice.org/Information/vpsc/](http://www.floridaschoolchoice.org/Information/vpsc/).

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McKay Scholarship Program 2010 - 2011 IMPORTANT DEADLINES*					
Payment Periods	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 4	October 8
Jan 1 – Feb 28	February 1	December 3	January 2	January 4	January 11
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** must meet the deadlines set by their Scholarship Funding Organizations to receive 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 on the School Choice Web Site.*