

Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

Volume 5, Issue 1

August 2010

Registration and Enrollment - August 2 Deadline



Special Points of Interest:

- **To be eligible for the September payment,** new students must have a valid intent filed by July 3rd and be enrolled by August 2. Returning or transferring students must be reenrolled by August 2.
- Requests for missed payments must be made by **June 1** of the fiscal year in which they are due.

Summer is speeding by, and crunch time is fast approaching for McKay student enrollment. In order to make the process as smooth as possible, we recommend schools review Technical Assistance Paper No. 2007-04, **Registering and Enrolling New Students**, which may be found on the School Choice Web Site. The TAP contains step-by-step instructions with screen shots of important steps. Below are some of the essential points.

Log in to enroll students -

Log in and select **McKay Student List**. There you can register and enroll new students, reenroll or withdraw your students from last year, and transfer students from another school. Please note that ***simply registering a student does not enroll them***. Students must be **enrolled** to receive the September payment.

Before August 2nd, double check your list of **Current Students**. This list contains enrolled, registered and withdrawn students. Check that the status of each of these students is correct. If you need assistance with the enrollment process, contact your Regional Manager promptly. Waiting until after the deadline may result in lost payments.

Don't forget the paperwork -

In addition to the online process, please be sure the enrollment paperwork is complete.

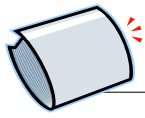
- Be sure to obtain a copy of the parent's **drivers license**, a copy of the student's **birth certificate**, and the required health forms, which must be included in each student's file.
- Requirements call for the **Student Data Collection Form** and the notarized **Parent Affidavit**. (*See more information, page 2*)
- New students leaving public school must present a **withdrawal form** to document that the student has been officially withdrawn by the parent. Reenrolling a high school student who will be repeating a grade requires that documentation of failure be provided to our office.

If you experience problems with enrollment, contact your Regional Manager immediately.



Inside:

In the News	2
Required Documents	2
FTC Testing	2
New Regional Manager Map	3
In the Spotlight	3
Avoid Enrollment Problems	3
Mark Your Calendar	4



In the News

•Annual Survey

The **2010 Annual Survey of Private Schools** will be available online September 1. Changes this year include a requirement that the student count include only Florida students, and a requirement for student ethnicity information. By law, all private schools in Florida are required to submit the Annual Survey by May 1. Those submitted by November 30 will be included in the Department's Directory of Private Schools.

FTC Norm-Referenced Testing Requirement

With a new school year about to begin, we would like to remind private schools participating in the Florida Tax Credit (FTC) Scholarship Program of the requirement to administer, or make provisions for FTC students in grades 3-10 to take one of the nationally norm-referenced tests identified by the Department of Education.

This requirement is outlined in Section 1002.395, Florida Statutes. The approved assessments and specific instructions are available on the School Choice Web Site at www.floridaschoolchoice.org/Information/CTC/norm_referenced_assessment.asp.

Please note that due to changes implemented by the 2008 Florida Legislature, the Florida Comprehensive Assessment Test (FCAT) is **no longer listed** as a nationally norm-referenced test that may be administered to FTC students. Participating private schools must make arrangements to administer one of the approved listed tests during the 2010-11 school year, or the private school may request the use of an alternate assessment. Requests must be submitted to the Department **in writing by September 15, 2010**.

If you have any questions related to this requirement, please review the [Technical Assistance Paper](#) posted on the School Choice Web Site, or contact your Regional Manager.

Update your Contact Information!



Accurate information allows us to make sure you receive legislative updates, newsletters, deadline reminders and other information, and helps ensure that payments and issues are handled in a timely manner.

School Information - Please verify that your school contact information is correct, especially the contact phone number, fax number, and e-mail address. This can be done when you are logged in by choosing the "Update Contact Info" link on the Quick Navigation bar. Then type in any necessary changes, and click "Update" to save the changes.

Parent Information - When enrolling or reenrolling students, please verify all parent and student information. Ensure that the parent **name and social security number** are correct and are **those of the person who will be signing the check**. Please also verify the current address, telephone number, e-mail and student social security number.

Document Requirements

Parents enrolling or reenrolling their student must complete two forms. Both forms should be mailed to the School Choice Office. For later enrollees, forms must be submitted at the time of enrollment.

- The **Student Data Collection Form** reflects recent changes in the way the federal government collects race and ethnicity data. All six questions must be answered. If the parent refuses to fill out the form, a staff member should complete it based on observed identification of the student.
- The **McKay Parent Affidavit** affirms the parent's compliance with the provisions of the program. This form must be notarized.

In the Spotlight: Kerry Pond, New Regional Manager

The Scholarships Office is pleased to announce the appointment of Kerry Pond as Regional Manager for Region 6. With the addition of Ms. Pond, our regional map has been realigned to better serve all of our districts and our scholarship schools. (See map below.)

Kerry comes to us with an undergraduate degree in History and a Masters in Museum and Library Science. She has previously worked with the state of Alabama as an archivist, and with the Florida Department of State as part of the Florida Memory Project. A native of Delray Beach, Florida, Kerry has a strong interest in history and especially genealogy. Personal hobbies include travel and pin collecting.

Kerry enjoys her work in the School Choice office and is a strong advocate of school choice. "I think that all parents should be able to choose the type of school that their child needs. It's such a worthy goal," she says.



Kerry Pond, Region 6 Manager

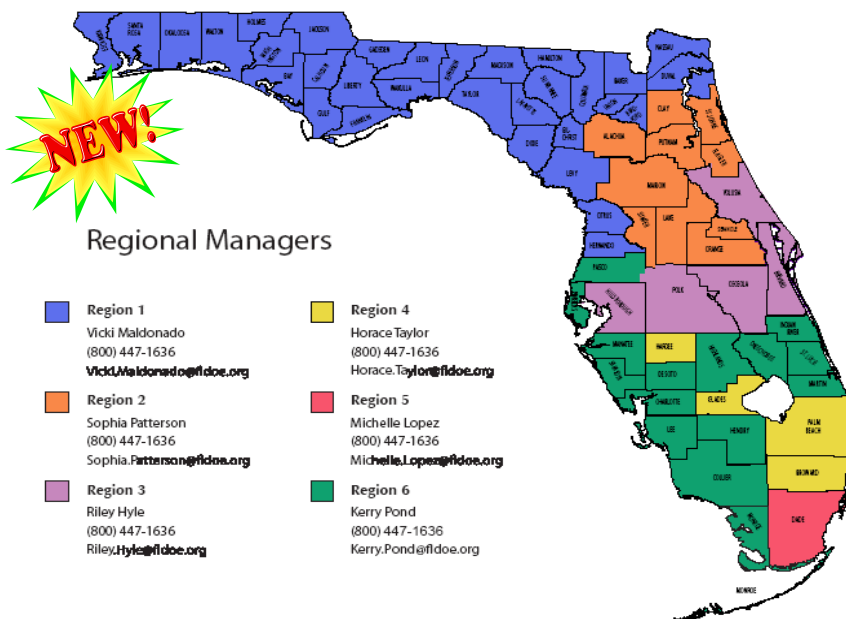
Avoid Enrollment Problems

Slip-ups at the time of McKay enrollment can cause problems later, including missed payments. As you enroll students, please check the following issues:

- **Check the date of intent and enrollment.** For new McKay students, intents filed after July 3 are not eligible for the first payment, and students enrolled after August 2 are not eligible for the first payment.
- **Check the parent/guardian Social Security Number (SSN).** We must have a valid SSN. If the parent/guardian SSN is invalid or is the same as the student SSN, the payment cannot be processed.
- **Check that only ONE parent is listed as guardian.** If two names are listed, a payment cannot be processed. The SSN must belong to the parent who is listed.
- **Check that the student's parent has officially withdrawn the student from public school.**

If you have any questions, please contact our Payment Specialist, Scott Lingo, at scott.lingo@fldoe.org, or by phone at (850) 245-0872.

New Regional Manager Assignments



With the appointment of our sixth Regional Manager, Kerry Pond, the Scholarships Office has been able to reassign managers to more efficiently serve all of our stakeholders.

Kerry will serve much of southwest Florida, allowing Michelle Lopez to focus on Miami-Dade, and Horace Taylor to provide greater attention to the busy southeast Florida region. Vicki Maldonado, Sophia Patterson and Riley Hyle will continue to serve north, northeast and central Florida respectively, but their areas have also been reconfigured.

Please check our new map for any changes to your Regional Manager contact information.

Office of Independent Education and Parental Choice

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:

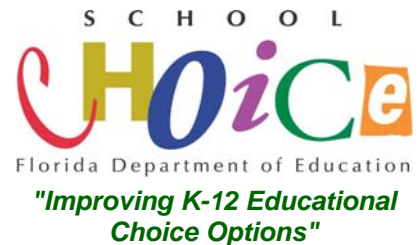
- Private schools participating in the **Florida Tax Credit Scholarship Program** must meet the deadlines set by their Scholarship Funding Organizations to receive payment.
- The deadlines for filing a parental intent and private school enrollment are statutory deadlines. Therefore, the Department cannot make exceptions if these deadlines are missed.



Mark Your Calendar

- 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.
- October 4-8**—Attendance Verification week for the second payment period.
- December 3**—Date by which students with a valid 2010-11 intent must be enrolled in order to receive the February 1 payment.
- January 2**—Date by which students with a valid intent must be enrolled to receive the February 1 payment.
- January 4-11**—Attendance Verification week for the third payment period.
- January 11**—Day-long School Choice Celebration, Tampa Convention Center.
- January 31**—Last day to file an intent to participate for the 2010-11 school year.
- February 1**—First day to file an intent for the 2011-12 school year.

Please contact your Regional Manager with questions regarding the deadlines.



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

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