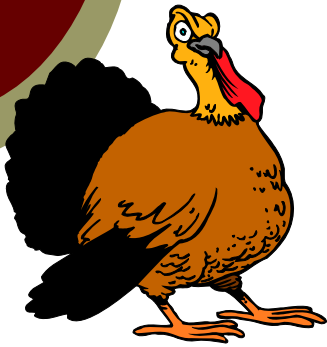


Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

Volume 5, Issue 4

November 2010



Reconciliation Report Tips

By November 1, McKay schools will have received their second quarterly scholarship payment. With each quarterly payment, the School Choice Office tries to ensure that each enrolled student is paid appropriately, and that payments are not issued to students who are not entitled to receive a payment. For this reason, a **Reconciliation Report** is included in the payment packet sent to each school. The Reconciliation Report lists McKay students for whom a payment has not been issued, along with the reason the payment was withheld.

Special Points of Interest:

- The 2010-11 Private School Annual Survey is now available. Please submit to be included in the online Private Schools Directory.
- **December 3rd** is the intent deadline for the third quarter. Students must be enrolled by January 2, 2010 to receive payment.



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	Reason for Non-Payment	Correction Procedure
If	EPS — The district reported the child as Entered Public School.	Submit a McKay District Verification Form if the child was reported EPS in error.
	SSN Issue —The Social Security Number (SSN) for the parent/guardian is invalid, is the same as the student SSN, or two parent/guardian SSNs were listed.	Submit a Guardian Change Form along with a copy of the parent/guardian Social Security Card.
	NOI —Notice of Intent was not filed by the statutory deadline.	None
	30-Day —The student was not enrolled at least 30 days prior to payment.	None
	Vendor Name Mismatch —The parent/guardian (vendor) name does not match the SSN.	Submit a Guardian Change Form along with a copy of the parent/guardian Social Security Card.
	Att Ver —The school did not verify this student's attendance by the Attendance Verification deadline.	Submit a Scholarship Issue Form along with a copy of the student's daily attendance logs for the period.

the reason given for nonpayment is incorrect, the school should contact their regional manager and fax appropriate documentation to correct the student's status.

For more information, please log in to the School Choice Web site to review the **Reconciliation Report Instructions** located on the Quick Nav Bar under **Forms**. Be sure that documents faxed to our office are sent to the attention of your regional manager.

Reminder — FTC Norm-referenced Testing

As a reminder, private schools participating in the Florida Tax Credit (FTC) Scholarship Program must **annually** 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. A complete list of approved tests is available on the School Choice Web site at: www.floridaschoolchoice.org/information/ctc/files/norm_CTC.pdf.

Once the test is administered and the scores are received by the school, copies of the scores must be reported to the Project Director, David Figlio. Score submission instructions will be provided later this winter.

Mark Your Calendar



November 1—Compliance Form, Application and Renewal Packets posted online.

December 3—Date by which students must file intent 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 22—Florida School Choice Expo in Tampa

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.

March 2—Date by which students filing intent by January 31 must be enrolled to receive the April 1 payment.

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

March 1—Date by which Scholarship Compliance Form must be postmarked, after being submitted online, printed, signed, notarized.

May 1—Date by which all Compliance issues must be resolved.

Please contact your Regional Manager with questions regarding these deadlines.



In the News

THINK AUTISM Conference

Registration is now open for the **18th Annual Autism Conference—THINK AUTISM**, January 15-16, 2011. The **Annual Pre-Conference Day for Educators** on January 14, 2011, is available to educators at no charge. The conference, held at the Lake Mary Marriott in Lake Mary, will feature over 25 nationally recognized presenters, and is designed for educators, service providers and families of individuals with Autism Spectrum Disorders to learn about state-of-the-art practices and programs to support optimal development of children and adults with autism and related disabilities.

Early Bird registration is \$110 (CEUs available at additional charge) and the deadline is December 10, 2010. To register, go to <http://CARD.ucf-card.org>. Make your hotel reservation directly with Marriott Lake Mary by calling (407) 995-1100. The conference room rate is \$125 for single, double, or triple occupancy, when you identify yourself as a CARD Conference participant. To learn more, go to the UCF CARD Conference page. For additional information, call (407) 823-6011 or email ucf-card@mail.ucf.edu.

Scholarship Compliance Renewal now Online

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 2011-12 school year. The Department recently began distributing renewal letters for full and standard renewals. The 2011-12 Scholarship Compliance Form, Application and Renewal Packets will be available on the School Choice Web site by November 1st.

The Scholarship Compliance Form must be postmarked to the Department by **March 1, 2011**, in order for the school to remain eligible to participate next school year. Please contact your Regional Manager if you have any questions.

Changing Locations?

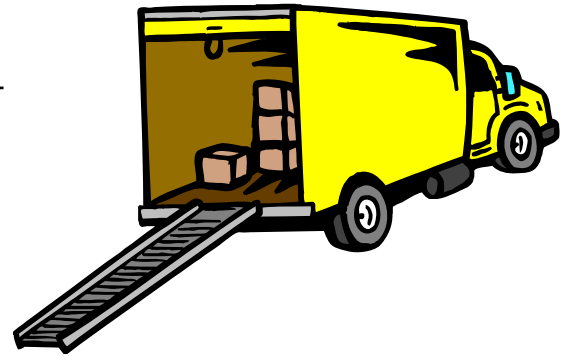
Keep us informed!

With a new school year underway, we would like to be sure 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 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.

Notification

In order to notify the Department of Education of a change in physical location, a school must mail or fax a **Status Change Notification Form** to the Office of Independent Education and Parental Choice. This form is available when logged in as a private school on the School Choice Web site. Upon receipt of the form, the school's Regional Manager will verify that the updated physical address appears in the database for the school.



Maintaining Compliance

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.

The school will also need to submit the following documentation before scholarship students begin attending the new physical location:

1. Annual Survey Correction Form (signed, dated, and notarized)
2. Scholarship Compliance Correction Form (signed, dated, and notarized)
3. Copy of Private School Inspection Report (DOH Form 4030)
4. Copy of Fire Code Inspection Report
5. Copy of Nonresidential Radon Report (DOH Form 1777) – *if applicable*

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.

A Technical Assistance Paper entitled [Physical Location of Private Schools](#) provides detailed information about this requirement and is available on the quick navigation bar when logged in as a private school.

HAPPY THANKSGIVING!!!



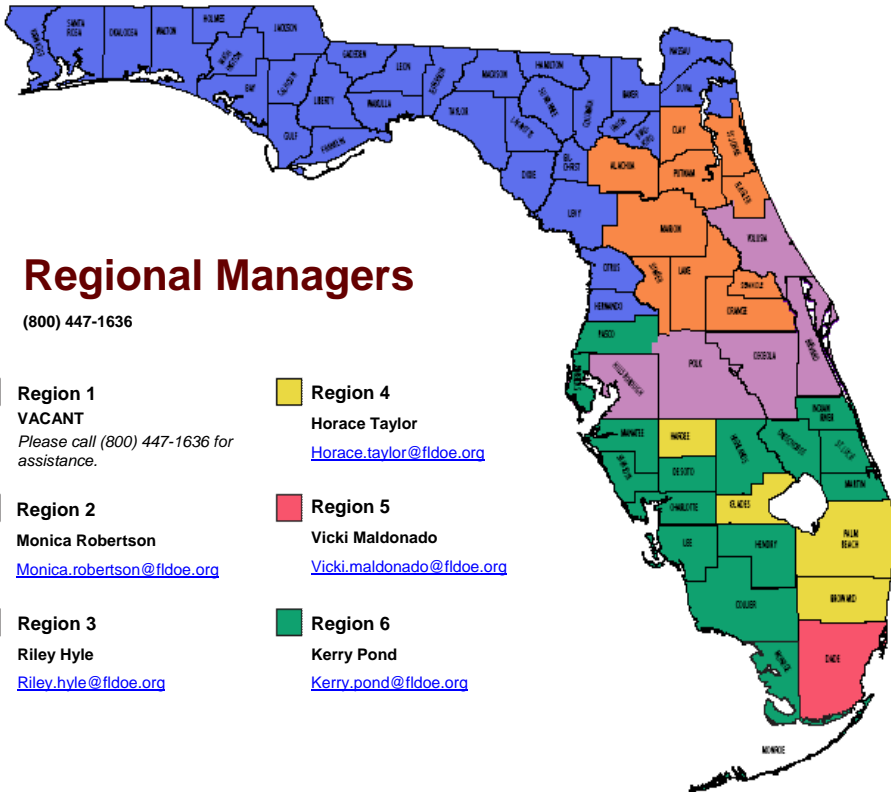
Office of Independent Education and Parental Choice

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:**

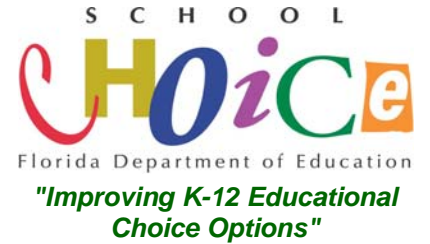
- Private schools participating in the **Florida Tax Credit Scholarship Program** must meet the deadlines set by their Scholarship Funding Organizations to receive payment.
- The deadlines for filing a parental intent and private school enrollment are statutory deadlines. Therefore, the Department cannot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



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