

Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

Volume 6, Issue 1

August 2011



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.



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The McKay student enrollment deadline is upon us. 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 This list contains enrolled, registered and withdrawn students.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New students leaving public school must present a **withdrawal form** to document that the student has been officially withdrawn by the parent.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 justifying reenrollment be provided to our office.

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

Document Requirements

Parents enrolling or reenrolling their student must complete two forms. Both forms should be mailed to the School Choice Office.

- 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.*

FTC Norm-referenced Testing

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.

The approved assessments and specific instructions are available on the School Choice Web Site at www.floridaschoolchoice.org/Information/CTC/norm_referenced_assessment.asp.

Participating private schools must make arrangements to administer one of the approved listed tests during the 2011-12 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, 2011.**

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.



Start-Up Reminders

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.

NEW EMPLOYEE SCREENING

In accordance with s. 1002.421(2)(i), F.S., before employing instructional personnel or school administrators in any position that requires direct contact with scholarship students, a private school must conduct employment history checks of the personnel's or administrators' previous employers, screen the personnel or administrators through use of the educator screening tools (Teacher Certification Database and the Professional Practices Database of Disciplinary Action), and document the findings.

Be sure that any new employees have undergone this screening, and that a record of the results is kept in a secure location. For more information please review the TAP, [Level II Private School Fingerprinting Process](#), available on the School Choice Web site.

ANNUAL SURVEY

The **2011 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.



In the News

504 Accommodation Plan Students

Students with a 504 Plan are now eligible for the McKay Scholarship and must meet the same statutory deadlines regarding filing and enrollment as other McKay students. Scholarship amounts for 504 Plan students are based on the funding received in the public school and are posted on the School Info page when logged in as a private school on the School Choice Web site.

Supporting Children with Developmental Disabilities

The Department of Children and Families Child Care Services Program Office is offering a new course, entitled **Supporting Children with Developmental Disabilities**. Child care professionals will learn best practices that will assist them in the provision of quality care to children with brain-based developmental disabilities. To access, go to www.myflorida.com/childcare and select "Course Registration" and then "Online Course." There is a \$10 fee for this course.



Spotlight on... Gerard Robinson

State Board of Education Selects Gerard Robinson as Florida's Commissioner of Education

On June 21, 2011, Florida's State Board of Education unanimously voted to select Gerard Robinson as the state's next Education Commissioner. Mr. Robinson currently serves as the Secretary of Education for the Commonwealth of Virginia and was chosen from among a pool of 26 candidates vying for Florida's top education position. He is the former President of the Black Alliance for Education Options where he also served as the Program Director and Principal Investigator. He taught fifth grade in Los Angeles, California, and was a graduate Instructor at the University of Virginia and Piedmont Virginia Community College. Robinson is a graduate of Howard University and earned his Master's degree from Harvard University.



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 3-10—Attendance Verification week for the second payment period.

December 3—Date by which a new student must file intent in order to be eligible for the February 1 payment.

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

January 3-9—Attendance Verification week for the third payment period.

January 31—Last day to file an intent to participate for the 2010-11 school year.

February 1—First day for new students to file an intent for the 2011-12 school year.

March 2—Date by which a new student must be enrolled to receive the fourth quarterly payment.

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 listed.
- Check that the student's parent has officially withdrawn the student from public school.**

If you have any questions, please contact your regional manager as soon as possible.

Office of Independent Education and Parental Choice

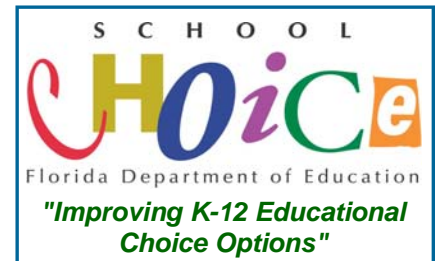
McKay Scholarship Program 2011 - 2012 IMPORTANT DEADLINES					
Payment Periods	Payment Date	Parental Intent Deadline	Private School Enrollment Deadline	Attendance Verification	
				Available Online	Submission Deadline
July 1 – Sept 30	September 1	July 3	August 2	N/A	N/A
Oct 1 – Dec 31	November 1	September 2	October 2	October 3	October 10
Jan 1 – Feb 28	February 1	December 3	January 2	January 3	January 9
Mar 1 – June 30	April 1	January 31	March 2	March 5	March 14

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.