

# Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

Volume 6, Issue 4

November 2011



## Special Points of Interest:

- Celebrate **School Choice Month!**
- The 2011-12 **Private School Annual Survey** is now available. Please submit online.
- **December 3rd** is the intent deadline for the third quarter. Students must be enrolled by January 2, 2012 to receive payment.
- **Reconciliation Report** now online. Log on to review for payment accuracy.



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## 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:

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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](#) is available on the menu bar when logged in as a private school.



## Mark Your Calendar

**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.

**February 1**—Last day to file an intent to participate for the 2011-12 school year.

**February 2**—First day for new students to file an intent for the 2012-13 school year.

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

**March 5-14**—Attendance Verification week for the final payment period.

*Questions? Please contact your Regional Manager.*



## In the News

### SEASONAL INFLUENZA (FLU) INFORMATION FOR SCHOOLS

The Centers for Disease Control and Prevention (CDC) has developed a Q & A for the 2011-2012 Flu Season as well as Flu Resources for Schools. To view the document, go to <http://www.cdc.gov/flu/school/ga.htm>.

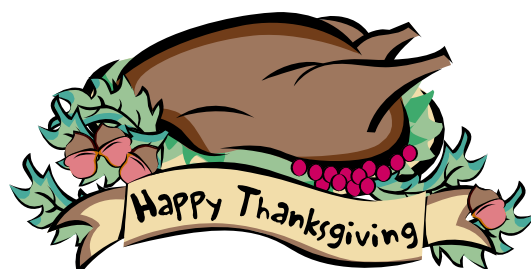
### K-12 BIBLIOGRAPHIC DATABASE

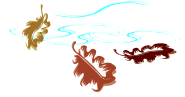
The K-12 public school bibliographic database is now accessible at <http://k12.floridalibraries.org> through the College Center for Library Automation's online discovery tool. In accordance with Section 47, ch. 2011-63, these resources have been made available so that school district students, staff and parents will be able to see all the library materials held in their local district schools as well as the school library holdings throughout the state. The site also allows patrons to see whether a book is at a public library and gives citations for students in American Psychological Association (APA), Modern Language Association (MLA) and Chicago formats for most materials.

### Reminder - FTC Norm-referenced Testing

Private schools participating in the Florida Tax Credit (FTC) Scholarship Program are reminded 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](http://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, unless the private school has requested and received approval to use an alternate assessment. If you have any questions related to this requirement, please review the [Technical Assistance Paper](#) posted on the School Choice website, or contact your Regional Manager.





## Reconciliation Report Tips

By November 1, McKay schools will have received their second quarterly scholarship payment. With each quarterly payment, the School Choice Office provides a **Reconciliation Report**. This is done 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.



***Beginning with the November payment, the Reconciliation Report will no longer be included in the payment packet. It will instead be available online when logged in as a private school.***

The Reconciliation Report lists McKay students for whom a payment has not been issued, along with the reason the payment was not issued.

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

Please review the reason listed for nonpayment. Contact your Regional Manager and fax appropriate documentation to correct the student's status. For more information, please log in to the School Choice Website to review the **Reconciliation Report Instructions** located on the menu under **Forms**.

## November is School Choice Month!

The Governor has declared November as **Florida School Choice Month**. In recognition, the School Choice Office will be hosting our second **SCHOOL CHOICE EXPO** on November 16<sup>th</sup> in Orlando. This year's Expo will feature "Carousel of Choice" interactive info sessions for attendees.

Parents are looking for choices, so reserve your booth and join us at the Expo!

### Florida School Choice Expo

An Interactive Carousel of Florida's School Choice Options

Wednesday, November 16, 2011

2:00 p.m. - 7:00 p.m.

DoubleTree Hotel at Universal Orlando

Learn more at [FloridaSchoolChoiceExpo.com](http://FloridaSchoolChoiceExpo.com)



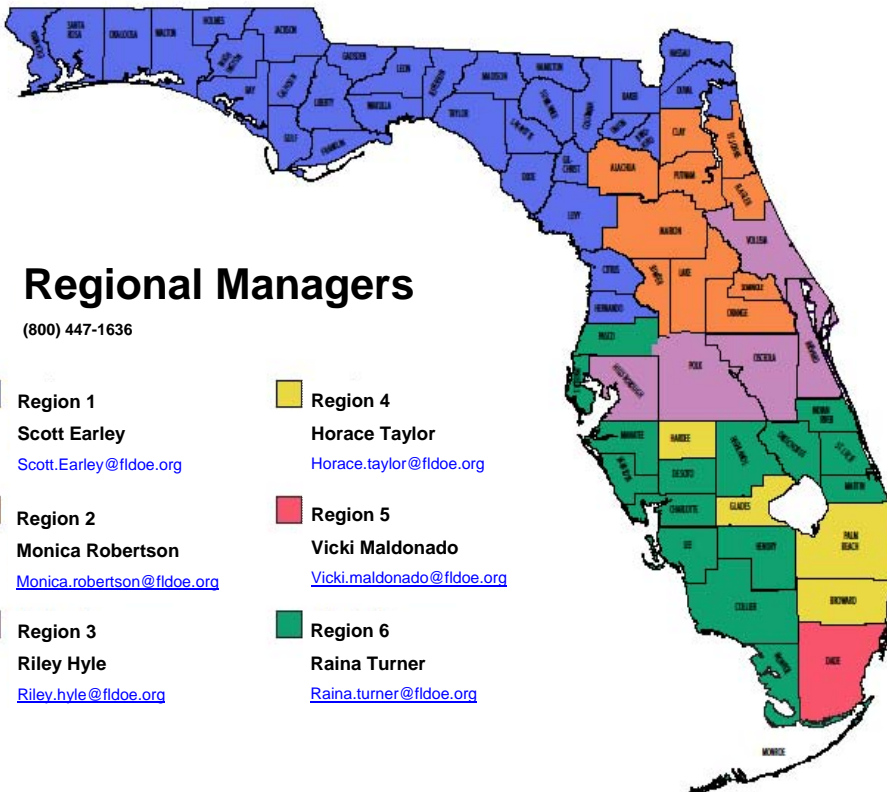
Florida Department of Education

# Office of Independent Education and Parental Choice

<h2 style="text-align: center;">McKay Scholarship Program</h2> <h3 style="text-align: center;">2011 - 2012 IMPORTANT DEADLINES</h3>					
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	February 1	March 2	March 5	March 14

**Please note:**

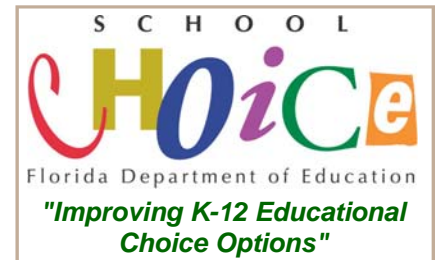
- Private schools participating in the **Florida Tax Credit Scholarship Program** must meet the deadlines set by their Scholarship Funding Organizations to receive payment.
- The deadlines for filing a parental intent and private school enrollment are statutory deadlines. Therefore, the Department cannot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



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