

FLORIDA SCHOLARSHIP PROGRAMS NEWSLETTER

Office of Independent Education and Parental Choice

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Fee Schedules and Student Enrollment

The McKay program requires the submission of two kinds of fee schedules.

- The **general fee schedule** must be submitted by each new school when they join the scholarships program, listing all the services for which the school may charge. It may be updated annually from May 1—August 2 by sending change requests in writing to the appropriate Regional Manager.
- An **individual student fee schedule** must be submitted for each scholarship student upon new enrollment or re-enrollment. For the 2012-2013 school year, the fee schedule submission and student enrollment process will begin in May.

Enrollment of a McKay scholarship student is a two-step process.

1. The student must first be **REGISTERED**. To accomplish this, 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.
2. 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 payment is August 2, 2012. Notices will be posted on the Private School Administrator home page when the fee schedule submission and student enrollment functions are available for the 2012-13 school year.

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, 2012**, in order to remain eligible to participate in the state scholarship programs for the 2012-13 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.

Please contact your regional manager promptly if you have any questions.

Special Points of Interest:

- Parents must file intent for the 2012-13 school year by **July 3**, and schools must enroll McKay students 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.
- McKay deadlines for the 2012-13 school year are now available. See the updated chart on page 4.



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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 con-

tact 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 Issue 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. 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.



Mark Your Calendar

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

June 1—Date by which requests for missing payments must be submitted.

July 3—Intent filing deadline for the September 1 payment.

August 2— Enrollment deadline for the September 1 payment.

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

October 2—Enrollment deadline for the November 1 payment.

Please contact your Regional Manager with questions regarding these deadlines.

FTC Testing

This is a reminder to private schools participating in the Florida Tax Credit (FTC) Scholarship Program 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 Website at www.floridaschoolchoice.org/Information/CTC/norm_referenced_assessment.asp.

Participating private schools must report a student's scores to the parent and to the independent research organization selected by the Department of Education. Please send copies of score sheets with name, testing date, and national percentile ranking by August 15, 2012, to:

David Figlio
School Reporting Compliance Center
Department of Economics
University of Florida
Gainesville, FL 32611-7140

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 timeframe.

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: Stephen Bochnia
325 W. Gaines Street, Suite 1044
Tallahassee, FL 32399-0400*



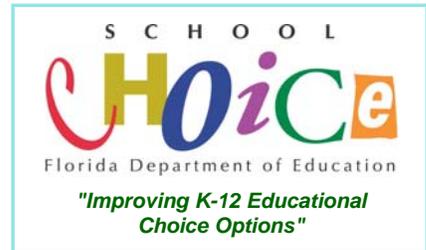
LEGISLATIVE UPDATE - House Bill 859

The recently closed Florida legislative session resulted in the passage of House Bill 859 which has been signed into law by the Governor. The new law will result in changes to the Florida Tax Credit Scholarship program. Among the changes, it will:

- Revise student eligibility requirements for the FTC program, eliminating the requirement that a student be enrolled in and counted as a full time student in a Florida public school for the previous year in order to receive a scholarship for all students K-5.
- Increase the tax credit cap to \$229 million for the 2012-2013 school year.
- * Provide that a participating private school may offer state assessments at the private school at no cost to the private school, within the limits of the state contract for testing services. Establishes a deadline of March 1 for participating private schools to notify the Department of Education.
- Revise factors for which the Commissioner of Education may deny, suspend, or revoke a private school's participation in the FTC scholarship program and add factors for which the Commissioner may immediately suspend payment of scholarship funds.
- Revise s. 1002.20(6)(b)2., F.S., to align with existing provisions for allowing that a student who is currently placed, or during the previous state fiscal year was placed, in foster care may seek a scholarship from an eligible nonprofit scholarship-funding organization.
- For more information, please visit <http://www.flsenate.gov/Committees/BillSummaries/2012/html/182>.

* **NOTE:** In September, the Department will issue a memo with further details regarding private school administration of state tests.

Office of Independent Education and Parental Choice



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Regional Managers- Call (800) 447-1636



MCKAY SCHOLARSHIP PROGRAM 2012-2013 IMPORTANT DEADLINES

PAYMENT PERIOD	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 3	October 10
Jan 1 – Feb 28	February 1	December 3	January 2	January 3	January 10
Mar 1 – June 30	April 1	January 31	March 2	March 4	March 11

- Please note that 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.
- Failure to complete attendance verification will result in a postponement of scholarship payments until the next scheduled payment period.
- Private schools participating in the Florida Tax Credit Scholarship Program must meet the deadlines set by the Scholarship Funding Organizations to receive payment.