



Florida Scholarship Programs Newsletter

Volume 7, Issue 4

November 2012



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Welcome

From the Office of Independent Education, welcome to the November Scholarship Programs Newsletter. Please carefully read the information in this newsletter, as a majority of this month's newsletter pertains to compliance for next school year. If you have any questions about your school's compliance and you cannot find answers on the website, please contact your [regional manager](#).

An important note to new participating schools: you are still required to submit documents for compliance by the deadline, even though we recently received your information.

An important note to all Scholarship participating schools: it is NEVER too early to start thinking about compliance; when it comes to compliance, the sooner the better.

Scholarship Compliance Renewal

Private schools participating in the McKay or Florida Tax Credit Scholarship programs must renew their participation annually by submitting verification of their compliance with program requirements. The Department will soon begin distributing instruction letters for private schools to renew participation in the scholarship programs for the 2013-14 school year. Private schools selected for the **full renewal**, which is required every three years, and for the **standard renewal** required annually, will receive the renewal instruction letters so that they can immediately prepare the required documentation for submission. Additional information on the Application and Renewal process is available on the School Choice website when logged in as a private school.

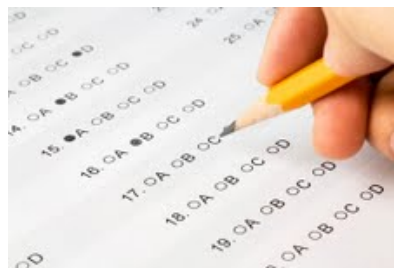
The **2013-14 Scholarship Compliance Form** was posted on the School Choice website on **November 1**. The Scholarship Compliance Form must be submitted online and also printed, signed, notarized and postmarked no later than **March 1, 2013**. Any outstanding issues must be resolved on or before May 1st in order for the school to remain eligible to participate in the McKay or Florida Tax Credit Scholarship Programs for the next school year. *Please see the checklist below to determine if your school is ready for the Compliance process.*

Compliance — Is your school ready?

Now is the time to ensure this year's compliance process will be smooth and trouble free. Take a few minutes to review the **Private School Compliance Checklist** below. A "No" to any of these questions means your school may need to take steps now to correct the issue in order to be ready for compliance. Contact your Regional Manager if you have any questions.

- Yes** **No** 1. Has your school submitted an Annual Private School Survey to the Department of Education?
- Yes** **No** 2. Has your chief administrative officer filed a complete set of VECHS Live Scan fingerprints with the Department of Law Enforcement which is available for public inspection?
- Yes** **No** 3. Do you have current VECHS Live Scan fingerprint results on file for all employees and contracted personnel?
- Yes** **No** 4. Do the children attending your school maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level?
- Yes** **No** 5. Does your school require students to present certification of a school entry health examination?
- Yes** **No** 6. Does your school require students to present certification of immunization and scoliosis testing as appropriate?
- Yes** **No** 7. Does your school possess a current semi-annual Public/Private School Inspection Report (DH 4030)?
- Yes** **No** 8. Does your school possess a current and acceptable Mandatory Measurements Nonresidential Radon Measurement Report if applicable (DH 1777 and lab results)?
- Yes** **No** 9. Does your school facility possess a current, violation free or

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 website 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 2012-13 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.

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

January 31—Last day to file an intent to participate for the 2012-13 school year.

February 1—First day for new students to file an intent for the 2013-14 school year.

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

March 4-11—Attendance Verification week for the final payment period.

Questions? Please contact your Regional Manager.
