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Contact Us

FL Department of Education
325 W. Gaines Street,
Suite 1044
Tallahassee, FL 32399-0400
Toll-Free: 800-447-1636

Welcome

From the Office of Independent Education, welcome to the October Scholarship Programs Newsletter. This month's newsletter is full of reminders for your school as we rapidly approach a new compliance period. If you have any questions about how to update any information regarding your private school and you cannot find answers on the website, please contact your [regional manager](#).



Private School Employee Fingerprinting

As another compliance period approaches, it is important all participants understand the employee fingerprinting requirements. Every employee or contracted personnel with direct student contact must electronically submit a set



of fingerprints through the Florida Department of Law Enforcement (FDLE) for a state and national background screening. The screening results must be securely stored at the school's location and be available for inspection by the Department of Education should your school be selected for a

Fax: 850-245-0875

E-mail:

schoolchoice@fldoe.org

On the Web

at: www.floridaschoolchoice.org

site visit.

Please note that Department of Children and Families (DCF) background checks do not meet the statutory screening requirements for participation in the state scholarship programs. Only teachers with a valid Florida teaching certificate are exempt.

After the initial screenings, schools will receive an annual invoice from FDLE for retaining employee prints on file. Every 5 years, schools must request FDLE re-submit employee prints to the FBI for national re-screening.

If you have any questions about these requirements, please review the Employee Compliance Resources section of the School Choice website.

McKay Student List and Withdrawal Procedures



Now that a new school year is under way, please take a moment to ensure your McKay Student List is accurate. Look for any students that are still listed as **registered**. Registered students are not eligible to receive a payment. The student must be **enrolled** by entering an individual student fee schedule and first date of attendance. If a McKay student is no longer enrolled or attending your school, the student should be immediately **withdrawn** from your McKay Student List on the School Choice website. Failure to withdraw a student may result in difficulties transferring his or her scholarship to a new school. To withdraw a student, select the **Withdraw** tab on the student's general information page. Then enter the student's withdrawal date (last date of attendance), the name of the person completing the withdrawal, and a brief explanation of the reason for withdrawal.

*The withdrawal date must be **on** or **after** the student's first date of attendance. Therefore, if a student was enrolled but never attended, the student's first date of attendance should be entered as the withdrawal date.*

The first date of attendance is provided on the withdrawal tab as a reference.

Private schools are responsible for the return of all scholarship funds that were received in error, including students who were not in attendance; therefore, timely submission of withdrawal

information will save your school the inconvenience of returning incorrectly issued scholarship payments.

Please note that even if the parent of a McKay student has unpaid fees or incomplete documentation, the private school may not refuse to withdraw the student for these unresolved obligations.

Parent Affidavit

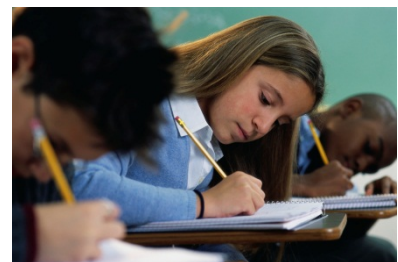
Don't forget!

According to the **McKay Scholarship Program Rule (6A-6.0970)**, *prior to receiving a scholarship payment, all parents of participating students must have on file with the Department Form IEPC-AFF1, Affidavit, signed and notarized affirming the validity of the parent's signature.* The affidavits can be mailed or faxed to the School Choice office.

When a student begins participating in the McKay Scholarship Program or transfers to another private school while receiving the scholarship, the parent should complete the affidavit. If the guardian of a participating student changes, the new guardian should also file a [McKay Scholarship Parent Affidavit Form](#).

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 or the statewide assessments pursuant to section 1008.22, Florida Statute. 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, 2014**, to:

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

Site Visits

As required by Florida Statute, each year three schools serving McKay Scholarship students and at least seven schools serving Florida Tax Credit students are selected for site visits. The three McKay schools are randomly selected, and the FTC schools are determined by the department.

If your school is selected for a site visit, you will receive a notification letter and checklist approximately two weeks prior to the visit. The Site Visit Checklist includes specific items that will be reviewed on the day of the visit. In order to ensure a successful site visit, make sure all documentation has been organized and made readily available for the reviewers upon their arrival.

The items that are reviewed fall under the following categories: Student Cumulative Folder (Attendance and Academic Progress Reports), School Administration (employment history & background screenings), School Staffing (Teacher Qualifications), and School Facility (Health, Radon, and Fire inspections).

Spotlight on... Adam Miller



The Office of Independent Education and Parental Choice would like to welcome Adam Miller as its new Executive Director. Mr. Miller, originally from New Jersey, has lived in Florida for the past 18 years. He received his Masters Degree in

Education from Florida Atlantic University and has worked in the field of public education for 15 years. Adam is also the proud father of three wonderful children. In 2003, he started a charter school in South Florida and served as Director for four years until moving to Tallahassee. Much of his work has centered on students with special needs, and upon arriving in Tallahassee, he worked for the Florida Developmental Disabilities Council. Before his appointment as executive director, Adam

served for five years as the charter schools director with the Office of Independent Education and Parental Choice.

NEW! Website Updates

In an effort to assist private schools with the processes involved in becoming compliant, the School Choice office has added new documentation and tutorial



videos at www.floridaschoolchoice.org. After logging in, look under the Compliance Forms & Resources section of the left hand menu. You will find the new resources under the Compliance Resources link.

Additionally, for those participating in the McKay scholarship program, we have provided documentation and tutorial videos under the McKay Forms & Resources section in the left hand menu. The link is titled, McKay Student Technical Assistance, and leads to helpful information on topics concerning the McKay Scholarship program.

Mark Your Calendar

October 2—Date by which students filing by September 2nd 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 1st payment.

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

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

January 31—Last day to file an intent to participate for the 2013-14 school year.

February 1—First day for new students to file an intent for the 2014-15 school year.



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

March 3-10—Attendance Verification week for the final

payment period.

Questions? Please contact your Regional Manager.
