

Florida Scholarship Programs Newsletter

Volume 8, Issue 1

August 2013



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Registration and Enrollment

The beginning of another school year, and the McKay student enrollment deadline is at hand. Below are some tips to help the enrollment process go smoothly.

Enrolling 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 students does not enroll them**. Students must be **enrolled** to receive the September payment.

August 2nd deadline: 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 This list contains enrolled, registered and withdrawn students.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 student's birth certificate and the required health forms, which must be included in each student's file.

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.

Also, statute requires that before the first payment, each student must have on file with our office the notarized **Parent Affidavit**, available from our website.

[View Regional Managers Map](#)

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[Contact Us](#)

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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.

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.

New employee screening

In accordance with Section 1002.421, Florida Statute, 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. This employment screening process is to be conducted in addition to the Level II background screening obtained from FDLE through the VECHS program. Contact your regional manager if you have questions about either process.

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.

A Friendly Reminder...

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.

Participating private schools must make arrangements to administer one of the approved listed tests during the 2013-14 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, 2013.

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

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

August 2— Enrollment deadline for the September 1 payment.

August 15—Date by which FTC standardized testing results must be submitted.

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

October 2—Enrollment deadline for the November 1 payment.

October 3-10— McKay Attendance Verification week for the 2nd payment period.
