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Annual Survey

The 2014 **Annual Survey of Private Schools** became available online September 1. By law, all private schools in Florida are required to submit the Annual Survey. It is also a requirement for participation in the state scholarship programs and must be completed as part of the Compliance process. **To submit the survey:**



1. Log on to the School Choice Website as a private school administrator.
2. Complete the information and submit online.
3. **Print** the signature page and have it **signed** by the private school's **owner/chief administrative officer**. Then have it **notarized**, and **mail** it to the Office of Independent Education and Parental Choice.

Benefits - Besides fulfilling a legal requirement, submitting the survey provides other benefits:

- Being listed on the School Choice Website, where parents can view your school's information
- Receiving timely updates on federal initiatives or changes affecting private schools
- Allowing eligible students in your school to qualify for a Bright Futures Scholarship
- Getting informational updates on issues or

schoolchoice@fldoe.org

On the Web

at: www.floridaschoolchoice.org

requirements affecting private schools including IDEA and Title I.

Please complete this important requirement promptly.

Fingerprint Requirement

Florida statute requires private schools participating in the McKay and FTC Scholarship Programs to ensure that all staff having contact with students pass a Level 2 background check through FDLE and to retain staff fingerprints in the Applicant Fingerprint Retention Notification Program (AFRNP).

FDLE sends invoices to private schools monthly for the retention



of fingerprints in their database. Invoices must be paid as soon as possible.

If the invoice is not paid, the prints are deleted from the AFRNP. Once fingerprints are deleted, they cannot be

retrieved. To be in compliance with the law, your school employees will have to again submit their fingerprints for state and national checks and for retention; a fee will be assessed.

Please contact FDLE's Volunteer and Employee Criminal History System (VECHS) with any questions.

McKay Payment Problems?

Warrants for the first McKay payment were scheduled to arrive on or before September 1st. Upon receipt, schools should immediately check to determine if all enrolled and eligible McKay students have been paid. If not, check the following issues:

- ✓ **Check the date of intent.** For new McKay students, intents filed after July 3rd of this year are not eligible for the first payment.
- ✓ **Check the date of enrollment or re-enrollment.**

Students enrolled after August 2nd 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 who is listed.

Check that the student's parent has officially withdrawn the student from public school. Prior to processing the McKay Scholarship payments each quarter, the Department sends a list of prospective scholarship students to the public school districts. Any student still registered as a public school student will be designated "EPS" (Enrolled in Public School), and the student's scholarship payment will be cancelled. Look on the scholarship payment **Reconciliation Report** to see if "EPS" is next to the student's name. If a student was reported as EPS in error, please contact the public school district office. Check our website for [McKay district contact details](#). If you have questions, please contact your Regional Manager.



FTC Norm-Reference 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 2014-15 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 information on the page linked above, or contact our office.

Regular Student Attendance

Remember that students in both the Florida Tax Credit Scholarship Program and the McKay Scholarship Program must have regular and direct contact with their private school teachers at your school's physical location. That means your school must provide a program of instruction that meets for a minimum of 170 actual school instruction days with the instructional hours required for each grade level. Occasional off-site activities under the supervision of the private school teacher are permitted.



Mark Your Calendar



August 2—Enrollment deadline for the McKay September 1st payment.

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

September 2—Intent filing deadline to be eligible for the

November 1st payment.

October 2—Enrollment deadline for the November 1st payment

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

Questions? Please contact your Regional Manager.
