



Scholarship Bulletin | November 2016

Scholarship Compliance Renewal

Private schools participating in the state scholarship programs must renew their participation annually by submitting verification of their compliance with program requirements. The Department recently distributed instruction letters for private schools to renew participation in the scholarship programs for the 2017-18 school year. Private schools selected for **full renewal**, which is required every three years, and for **standard renewal** required annually, 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 **2017-18 Scholarship Compliance Form** is available on the School Choice website. The Scholarship Compliance Form must be submitted online and also printed, signed, notarized and postmarked no later than **March 1, 2017**. Any outstanding issues must be resolved on or before May 1st in order for the school to remain eligible to participate in the state scholarship programs for the next school year.

Please see the checklist below to determine if your school is ready for the Compliance process.

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	<input type="checkbox"/>	No	<input type="checkbox"/>	1. Has your school submitted an Annual Private School Survey to the Department of Education?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	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?

Upcoming Deadlines

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 4-10

Attendance Verification week for the third payment period.

January 31

Last day to file an intent to participate for the 2016-17 school year.

February 1

First day for new students to file an intent for the 2017-18 school year.

March 2

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

March 3-9

Attendance Verification week for the final payment period.

More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[McKay Parent Affidavit](#)

[Update Notification Form](#)

Scholarship Contact

As we begin the 2017-18 compliance season, please take a moment to verify that your contact information is correct, **especially the email addresses** on file for your school. It is important for our office to have accurate email addresses for private schools participating in the scholarship programs. Deadline reminders, newsletters, and compliance notices are distributed via email.

Contact information may be updated when logged in as a private school. Select the "Update Contact Info" link from the left menu.

Scholarship Compliance Resources

In an effort to assist private schools with the processes involved in becoming compliant, the School Choice office has provided 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 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.

Return of Funds

When a scholarship student attends

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	3. Do you have current VECHS Live Scan fingerprint results on file for all employees and contracted personnel?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	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	<input type="checkbox"/>	No	<input type="checkbox"/>	5. Does your school require students to present certification of a school entry health examination?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	6. Does your school require students to present certification of immunization and scoliosis testing as appropriate?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	7. Does your school possess a current semi-annual Public/Private School Health Inspection Report?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	8. Does your school possess a current and acceptable Mandatory Measurements Nonresidential Radon Measurement Report if applicable (DH 1777 and lab results)?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	9. Does your school facility possess a current, violation free or satisfactory fire code inspection?

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:

<http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.stml>.

Participating private schools must make arrangements to administer one of the approved listed tests during the 2016-17 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 your Regional Manager.

McKay Scholarship Minimum Attendance & Return of Funds

Private schools must verify the continued attendance of and regular and direct contact with each McKay scholarship student in order to

receive scholarship payment. The attendance verification process is required for the November, February, and April payments. An Attendance Verification link will appear on the private school's Welcome page, usually the day after the enrollment deadline for the next payment period, and the private school administrator will have approximately one week to complete the process online. If the Attendance Verification process is not completed on time, payments will be delayed. A confirmation page for Attendance Verification appears at the completion of the process. Private schools are advised to **print and retain a copy of the confirmation page.**

Students newly enrolled or transferred to the private school after the enrollment deadline will not appear on the Attendance Verification page. In order to potentially receive payment for these students, the private school administrator must submit a [Scholarship Issue Form](#) and an attendance record for each student showing attendance of at least 10 days.

School Choice Call Center



From left to right: Aide Cruz, Aurielle Skipper, Lilian Hayes, Daymi Alonso, and Bettye Gilliam.

This month, we draw attention to our call center staff. These five part-time workers handle about 30,000 calls per year regarding various School Choice issues from private schools, districts, and parents. The vast majority of the calls are from parents with questions about the McKay Scholarship. Striving to make sure each caller receives exceptional customer service, they pride themselves on helping callers navigate the School Choice website and providing answers to various McKay Scholarship questions. Lilian Hayes, the dedicated Spanish-line representative, has been providing answers for over 10 years. Please feel free to provide our toll-free hotline number to any parent with questions about scholarship programs.

multiple private schools or a private school and the public school in the same payment period, the right to retain the scholarship payment is given to the first private school the student attends for ten (10) or more school days during that payment period, as long as all other requirements are met.

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. (State Board Rule 6A-6.0970)

Office of Independent Education and Parental Choice
Turlington Building, Suite 1044 | 325 W. Gaines Street
Tallahassee, FL 32399-0400
Toll-Free Information Hotline: 1-800-447-1636
Fax: 850-245-0875

