



Guide to McKay Registration and Enrollment

In order for a scholarship student to be eligible for payment, he or she must be registered and enrolled each year in a timely manner through the School Choice website (www.floridaschoolchoice.org).

To work with enrollment of McKay Scholarship students, go to the **McKay Student List** when logged in as a private school. There you will find links to perform the following functions:

- **Register New Students**—for students entering the scholarship program for the first time. This function searches the database of students who have filed an intent to participate in the McKay Scholarship for the upcoming 2016-17 school year. You may search for a student by entering just a few letters of the student's first and last name, or you may narrow your search by entering any combination of the student's name, date of birth, or public school district.
- **Transfer Students from Other Participating Schools**—This function allows a participating private school to transfer a McKay Scholarship student from another participating private school. Transferring students only **Registers** them in the new school. They are not enrolled until a fee schedule and first date of attendance are entered to complete the enrollment.

Types of Students

The McKay Student List displays each type of student associated with your school. The definition of each type of student follows.

- **Last Year Students**—This is a list of McKay Scholarship students who were enrolled in your school at the end of the

McKay Upcoming Deadlines

July 3

Intent filing deadline for the September 1 McKay payment.

August 2

Enrollment deadline for the September 1 McKay 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 McKay payment.

September 15

Date by which requests for use of alternate NRT must be submitted.

October 2

Enrollment deadline for the November 1 McKay payment.

More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[McKay Parent Affidavit](#)

[Update Notification Form](#)

2015-16 school year. You may choose to **Re-Enroll** a student on this list for the 2016-17 school year, or **Withdraw** a student who is not returning. Re-enrollment includes confirming the student's grade level and parent contact information and entering a student fee schedule and a first date of attendance.

If a high school student (grades 9-12) will be repeating a grade, documentation verifying or supporting that decision must be provided to our office.

- **Enrolled**—Any student on this list has a student fee schedule and a first date of attendance entered for the 2016-17 school year. Only enrolled students with an eligible matrix code or 504 Plan may receive a scholarship payment. Remember also that a Parent Affidavit must be filed with our office for each McKay student.
- **Registered**—Any student on this list is new to the scholarship program or has been transferred from another school. **Because they are not yet enrolled, they are not eligible for payment.** To enroll registered students, click on the student's name and select the **Enroll** tab.
- **Withdrawn**—Any student on this list was enrolled in your school for the 2016-17 school year and later withdrawn. A student cannot be withdrawn prior to the first date of attendance, and withdrawn students cannot be re-enrolled by the same private school.

Handling Transfers

A scholarship student may transfer to another participating private school at any time. During the school year, a student must be withdrawn from the old private school before he or she can be transferred to a new school. Over the summer months (June 1-August 2), however, any scholarship student enrolled during the 2015-16 school year who has not already been Re-enrolled is available in the system to be transferred, registered, and enrolled by a new private school. The new private school will be required to complete the withdrawal as part of the transfer process. This will allow students to transfer smoothly to a new school in the event that the previous school is closed or cannot be reached during the summer months.

Legislative Updates

For more information on any of these legislative changes, please contact your regional manager at 800-447-1636.

Transition to Work

Private schools may now establish a transition-to-work program for students participating in the McKay Scholarship Program which will allow students to earn high school credits while working off-site.

Scholarship Proration

McKay Scholarship payments are no longer subject to the 1.0 full time equivalent (FTE) cap meaning that scholarship payments are not reduced when McKay recipients take up to two virtual courses per year.

McKay eligibility and Foster Students

Foster children will be exempt from the prior school year attendance requirement for determining eligibility for the McKay Scholarship.

Gardiner Scholarship Update

The recent legislative session also resulted in several changes to the Gardiner Scholarship Program (formerly Personal Learning Scholarship Program). Among the changes are:

- Prorating the scholarship amount based on the date a student is found eligible for the program
- Adding several new items to the list of allowable expenditures, including fees for home education programs, specialized afterschool and summer programs.

If you need assistance in enrolling or re-enrolling your scholarship students, please call your Regional Manager.

McKay School Fee Schedule Reminder

Please remember that a school fee schedule must be submitted prior to enrolling any McKay scholarship students. Fee schedules for the 2015-16 school year may be copied over for the 2016-17 school year and fee amounts may be updated when logged in as a private school. The fee schedule link is located at the bottom of the private school welcome page.

Private schools will be able to update school fee item amounts until August 2, 2016. However, any new fee items must be submitted to your Regional Manager to be added to your school's fee schedule.

Resources

The Coalition of McKay Scholarship Schools will be hosting the Twelfth Annual Fall Conference on September 29th at the DoubleTree Orlando – East. The conference theme will be “Best Practices for McKay Schools: Business and Curriculum.” For more information on the Coalition and this fall's conference, please visit www.mckaycoalition.org.

For the 2016-17 school year, funds were appropriated to provide scholarships for approximately 7,000 new and returning students. If you have any questions or would like for your school to participate in the Gardiner program, contact your regional manager. Additional information is also available when logged into our website.

FTC Reporting

If your private school participates in the Florida Tax Credit (FTC) Scholarship Program, don't forget to report standardized test scores for students in grades 3-10 by August 15, 2016. Send copies of score sheets with name, testing date, and national percentile ranking to:

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