



## All Scholarship Programs

### March 1<sup>st</sup> Deadline Approaching

Participating private schools have less than one month left to submit a Scholarship Compliance Form in order to renew participation in the Gardiner, McKay, and/or Florida Tax Credit Scholarship programs.

- **Step 1:** The forms must be submitted online, and a signed and notarized hard copy must be mailed to our office postmarked no later than March 1, 2017.
- **Step 2:** For renewing private schools that submit their compliance forms by the deadline, any outstanding compliance issues must be resolved and any additional compliance documentation must be received by our office no later than May 1, 2017.

Schools missing either of these deadlines will not be eligible to participate in the scholarship programs for the 2017-2018 school year.

Your regional manager will assist you with any questions. Schools are advised to contact them as early as possible, as the increasing volume of calls and e-mails may delay their response as deadlines approach.

### FTC Norm-Referenced 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>

## McKay Upcoming Deadlines

### 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.

### May 1

Date by which all Compliance issues must be resolved.

### June 1

Date by which requests for missing payments must be submitted.

## More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[McKay Parent Affidavit](#)

[Update Notification Form](#)

## Compliance Notes:

If you have any questions related to this requirement, please review the information on the page linked above, or contact your Regional Manager.

### Reporting NRT Results

For private schools participating in the Florida Tax Credit (FTC) Scholarship Program, the results of nationally norm-referenced tests or the statewide assessments administered by the private school in grades 3 through 10 must be reported to the parent and to Learning Systems Institute. Please send copies of score sheets with name, testing date, and national percentile ranking by August 15, 2017, to:

**Melissa Dyehouse**  
**Learning Systems Institute**  
**Florida State University**  
**Suite 4600 University Center Bldg. C**  
**Tallahassee, FL 32306-2540**

For information about upcoming deadlines or questions about the project, please contact Melissa Dyehouse via phone (850-645-0396) or email ([mdyehouse@lsi.fsu.edu](mailto:mdyehouse@lsi.fsu.edu)).

### FTC/Gardiner: Agreed-Upon Procedures

If your school receives more than \$250,000 from either the Florida Tax Credit or Gardiner Scholarship programs during a fiscal year, you must contract with an independent certified public accountant to perform agreed-upon procedures pursuant to section 1002.395(6), Florida Statutes. Please contact the scholarship funding organization that awards the majority of your school's scholarship funds if you have questions about this requirement. Reports must be submitted by September 15.

### McKay Scholarship: 2017 Intent Status

Intents filed on or after February 1, 2017 are for the 2017-18 school year. After filing intent to participate in the McKay Scholarship Program, the parent is provided with a **confirmation number** that may be used to check the status of the intent, including the student's intent date, eligibility, matrix number, and estimated scholarship amount.

Private schools may assist parents in checking the intent status on the School Choice website. Simply enter the student's last name, birth date, and the intent confirmation number provided by the parent. Please note that our call center personnel can provide

## Abuse and Misconduct Notices

All private schools, not just those who participate in scholarship programs, must post notices about the duty to report actual or suspected cases of child abuse, abandonment, or neglect. Reporting to the Florida Department of Children and Families can be done by phone, fax or online at [reportabuse.dcf.state.fl.us/](http://reportabuse.dcf.state.fl.us/).

Schools that participate in scholarship programs must also post notices at the school site and on the school's website with information about reporting professional misconduct by school staff. The posting must include a contact person and a statement about the penalties for failing to report misconduct. Samples of both abuse and misconduct notices are available on the Office of Professional Practices Services website.

### Fire Inspection

Each year, your school must be inspected by your local Fire Department, and a copy of the inspection report must be supplied in your compliance packet. There is no statewide fire inspection form, but the standards for the inspection are to be for an educational facility, private school, or life safety inspection, and the report must indicate "Satisfactory" or "Violation Free." Please check that your school's name and address are listed correctly on the form. A report by a fire alarm, fire extinguisher, or fire suppression system company will not meet this requirement.

### Other Resources



student status information only to the parent or with the parent's permission.

## McKay Guardian Changes

When a McKay scholarship family needs to change the parent or guardian who is listed on the scholarship checks, please submit a Guardian Issue Form to our office. Be sure to attach the applicable supporting documents, such as the adoption documentation, new social security number, marriage/death certificate, or power of attorney documentation. A Parent Affidavit for the new guardian should also be submitted. McKay Scholarship forms are available for download from the [McKay Student Technical Assistance](#) link on our website. Please contact your regional manager if you have any questions.

National Institutes of Health curriculum supplements are teacher's guides to two weeks of lessons on the science behind selected health topics. HTML and PDF versions of each supplement are available at <https://science.education.nih.gov/>. Print versions are FREE upon request to educators in the U.S.



Kids.gov is the official kids' portal for the U.S. government, linking kids, parents and teachers to information and services on the web from government agencies, schools, and educational organizations, all geared to the learning level and interest of kids. See <https://kids.usa.gov/>.

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

