



Changing Location?

If your school expanded to an additional location, or relocated over the summer, don't forget to alert our office. Be sure to have all applicable inspections completed before students attend your new location.

Avoid delays in scholarship payments--submit an Update Notification Form to inform our office of your move, and provide the necessary documentation as soon as possible.

Employee Screening

Remember that private schools accepting state scholarship students must conduct employment history checks for new personnel and use the educator screening tools available through our website.

Be sure to complete the screening before new employees begin to work with students, and remember to document the findings. This employment screening process is in addition to the Level II criminal background screening obtained through the VECHS program. Contact your regional manager if you have questions about either process.

Restrictive Endorsement Requirements

Student scholarship payments for both the FTC and McKay Scholarship programs are made payable to the student's parent or guardian. Remember that Florida law requires parents to restrictively endorse payments to the private school for deposit into the account of the private school. Endorsed scholarship payments are reviewed after each payment period to confirm compliance with the restrictive endorsement requirements. It is strongly recommended that scholarship checks not leave the possession of the private school, and students should not take scholarship checks home for a parent signature.

McKay Upcoming Deadlines

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.

October 3-9

McKay Attendance Verification week for the 2nd 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](#)

FTC Norm-Referenced Testing

Private schools participating in the Florida Tax Credit (FTC) Scholarship Program must make provisions for FTC students in grades 3-10 to take one of the nationally norm-referenced tests identified by the Department of Education. Approved assessments and specific instructions are available on our website at: <http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.stml>. Any request for an alternate assessment must be submitted to the Department in writing by **September 15, 2017**.

If your school enrolled FTC students last year, don't forget to report student standardized test scores for students in grades 3-10 by **August 15, 2017**. Send copies of score sheets with name, testing date, and national percentile ranking to:

Melissa Dyehouse

Learning Systems Institute

Florida State University

Suite 4600 University Center Bldg. C

Tallahassee, FL 32306-2540

McKay Payment Notes

Remember:

- All current and new scholarship students must be enrolled by August 2 to be eligible for a September 1st payment.
- Be sure to verify parent Social Security Numbers (SSN) and contact information. Incorrect parent SSNs may result in delay of scholarship payments.
- Remember that each McKay Scholarship student must have a Parent Affidavit on file with our office, completed by the parent who will endorse scholarship payments.
- Parents of new scholarship students should notify the public school district that their student is withdrawing to attend a private school. If the district reports the student as enrolled in public school, scholarship payments will be delayed until a correction is made.

Other Resources



During the Back-to-School Sales Tax Holiday Aug. 4 through Aug. 6, qualifying items will be exempt from tax including: certain school supplies; clothing, footwear, and certain accessories; and personal computers and certain computer-related accessories. For more information and a list of qualifying items, visit www.floridarevenue.com

President's Education Awards Program



Founded in 1983, the President's Education Awards Program (PEAP) honors graduating elementary, middle and high school students for their achievement and hard work. The program has provided individual recognition from the President and the U.S. Secretary of Education to those students whose outstanding efforts have enabled them to meet challenging standards of excellence. Each year, thousands of elementary, middle, and high schools participate by recognizing deserving students. For information on honoring students in your school by participating in this program, visit the [US Department of Education](http://www.ed.gov) website.

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

