



## Apply to Administer the FSA

Any participating scholarship school with at least one Florida Tax Credit, Hope, or Gardiner Scholarship student enrolled may have the opportunity to apply and participate in administering the FSA and Florida End-of-Course Assessments to all students at your private school. The application to participate will be released soon, and along with Frequently Asked Questions will be available at <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/private-schools/>. The application window will begin in January and continue until March 1, 2019, with school eligibility determinations finalized in August 2019.

## Compliance Notes:

### *Teacher Qualifications*

Instructors at private schools participating in state scholarship programs are not required to be state certified, but there are minimum standards set out in statute. Instructors must meet at least one of three requirements: a bachelor's degree; at least 3 years teaching experience at public or private schools (daycare employment does not count toward this requirement); or special skills, knowledge, or expertise that qualifies them to provide instruction in specific subjects. For more information on all areas of your school's scholarship program eligibility, select *Compliance Training* in the left hand menu when you are logged into our website with your school code and password.

## Upcoming McKay Deadlines

### **January 2**

Date by which new students with a valid intent must be enrolled to receive the February 1<sup>st</sup> payment.

### **January 4 - 10**

Attendance Verification week for the third payment period.

### **January 31**

Last day to file an intent to participate for the 2018-19 school year.

### **February 1**

First day for new students to file an intent for the 2019-2020 school year.

### **March 2**

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

### **March 4 - 11**

Attendance Verification week for the final payment period.

## New Regional Manager

Welcome our newest Regional Manager assigned to the Southwest Florida region, Mr. Malcolm Pollock. He is a native of Jasper, FL and a graduate from Southeastern University with a B.A. in Psychology. Malcolm recently served as an administrator in Student Affairs at a local high school in Tallahassee, FL. He is now eager to begin his career journey with FLDOE and continue making a difference for our youth.

## Changing Locations?

If your school is expanding to an additional location or is planning to relocate, don't forget to alert our office. Be sure to have all applicable inspections completed before students attend your new location. To avoid delays in scholarship payments, submit an Update Notification Form to advise our office of your move, and provide the necessary documentation as soon as possible.

## Transferring McKay Students

Scholarship students may be transferred from one participating private school to another at any time. During the school year a student must be withdrawn from one private school before being transferred to another. To begin the transfer process, select *Transfer Students from Other Schools* when viewing your McKay student list on our website. Select the district, and then the school the student is transferring from. Only students eligible for transfer are displayed in the dropdown list.

Once you have selected the student, a fee schedule and first date of attendance must be submitted to complete the process. Remember that the first eligible private school that a student attends for ten or more school days during a payment period is eligible to receive the scholarship payment for that period.

## McKay Attendance Verification

Attendance verification of McKay Scholarship students is required prior to the November, February, and April payments. The next verification window is January 4-10 in preparation for the February 1<sup>st</sup> payment. When you log into our site at that time, a link will appear at the bottom of your school's Welcome page. Follow the link to confirm that each of the students on your list are still enrolled at your school and are under the direct instruction of a private school teacher at your school's physical location. After confirming the enrollment and regular and direct contact of each student, be sure to click *Finish* to complete the Attendance Verification process. Print the confirmation page and retain for your records.

Remember that newly enrolled students transferring to your school from another private school after the enrollment deadline must have their attendance verified before becoming eligible to receive payment. Once such a student

## More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[McKay Parent Affidavit](#)

[Update Notification Form](#)

## Scholarship Resources

Detailed information on all K-12 scholarship programs as well as other types of school choice options is available at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org). Each section provides links specifically for parents, so it's a good resource to direct families toward when they have questions. Also please feel free to share our toll-free number with parents (800-447-1636). Our call center staff members are trained to assist families with scholarship program concerns.

## Other Resources



School choice means giving moms and dads the opportunity to select the best K-12 education environments for their individual kids. Celebrate National School Choice Week January 20-26, 2019!

For more information, visit  
<http://schoolchoiceweek.com/>

has attended your school for 10 school days, submit a Scholarship Issue Form and a copy of the student's daily attendance record to your Regional Manager. We will manually enter attendance for the student, and if all other eligibility requirements are met, the student's payment will be processed during the next payment batch.

## Child Abuse Training for Teachers

Florida school personnel have a duty to report actual or suspected cases of child abuse, abandonment or neglect. Reporting can be done by phone, fax or online. The Department of Children and Families, Florida Abuse Hotline and Child Care Regulation has developed additional training on this topic. The web-based course, specifically designed for teachers in grades 1-12, is titled [Identifying and Reporting Child Abuse and Neglect](#).



The 2019 Celebrate Literacy Week, Florida! Initiative is scheduled for January 28 – February 1, 2019. This year's theme is *Spreading Literacy, One View at a Time*. For toolkits and other information, visit the [Celebrate Literacy Week, Florida!](#) website or contact the Just Read, Florida! office at 850-245-0503 or [JustRead@fldoe.org](mailto:JustRead@fldoe.org).

Office of Independent Education and Parental Choice

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