



## FLDOE Private School Directory

As a service to the public, the Department maintains a [directory of K-12 private schools](#) in Florida based on the information schools submit via the annual survey. As the summer break approaches, it may be a good time to review the information contained in the directory for your school and to submit a corrected survey if appropriate. Keep in mind that for participating private schools, approved documents regarding changes to location and director/owner name must be submitted first to your Regional Manager.

## FTC Reporting

If your private school participates in the Florida Tax Credit (FTC) Scholarship Program, remember to report school-year 2017-18 standardized test scores for students in grades 3-10 by August 15, 2018. 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**

## 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 to LSI.

### **September 2**

Intent filing deadline to be eligible for the November 1 McKay payment.

### **September 15**

Date by which requests for use of alternate Norm-Referenced Tests 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: *Educator Misconduct*

Participating private schools are required to adopt policies establishing standards of ethical conduct for teachers and administrators, and they are required to post notices that include who to contact at the private school when there is a violation of those standards. Please keep in mind that allegations of misconduct by Florida certified educators should also be reported to the Office of Professional Practices Services using the Educator Misconduct Reporting Form.

Educator misconduct may differ from abuse, and includes a broad range of inappropriate behavior. Examples include a teacher or administrator who overtly favors certain students over others, accepting gifts in exchange for passing grades or other special treatment. Other examples are teachers or staff who come to class under the influence of drugs or alcohol, or who use demeaning or derogatory language to students or other staff members.

More information about the Educator Misconduct Reporting Form and its use is available on the [Office of Professional Practices Services website](#).

## McKay School Fee Schedule Reminder

Please remember that a School Fee Schedule must be updated [online](#) prior to enrolling or re-enrolling McKay scholarship students. School Fee Schedules for the 2017-18 school year may be copied over for the 2018-19 school year and fee amounts may be updated when logged in as a private school. Beginning May 1, the Update School Fee Schedule link will be located at the bottom of the private school welcome page.

Every year, private schools mail our office their School Fee Schedules, but this is unnecessary. You would only need to submit a copy of your new School Fee Schedule to your Regional Manager if you need them to add or delete any items. In these cases, your Regional Manager will update your online School Fee Schedule and let you know once it is updated. Please ensure that your School Fee Schedule is correct before you enroll any students, since adjusting it after enrollment may lead to reduced funding eligibility.

## McKay Re-enrollment for 2018-19

If your private school is compliant for the upcoming year, then once a School Fee Schedule has been updated online, current McKay Scholarship students may be re-enrolled. Please note:

## Payment Request Deadline

If there is a student for whom you are missing a McKay Scholarship payment, you must submit a Scholarship Issue Form along with all necessary documentation to our office. Please be aware that the final deadline for the submission of all payment documentation for the 2017-18 school year is June 1, 2018. Requests or documentation submitted after that date cannot be processed.

## Resources



The 20<sup>th</sup> Annual Family Cafe is set for June 15-17, 2018, at the Hyatt Regency Orlando. The event offers families exposure to a wide range of public and private resources, opportunities to find support by networking with other families, and access to policy-making officials. It features dozens of breakout sessions, a full Exhibit Hall, and a series of Keynotes. There is no registration fee for individuals with disabilities and their family members or caregivers. For more information visit [familycafe.net](http://familycafe.net).



May is National Mental Health Awareness Month, developed as a cross-disciplinary effort to promote awareness of mental and substance use disorders among children

- If a high school student (grades 9-12) will be repeating a grade, a Scholarship Issue Form and additional documentation verifying or supporting that decision must be provided to our office.
- If a scholarship student is not returning next year, or if the student is graduating, that student should be withdrawn from your McKay Student List.
- Be careful to enter the correct parent Social Security Number (SSN) when registering new students and re-enrolling current students. SSN discrepancies may cause a delay in payment.
- Re-enrollment includes submitting a Student Fee Schedule online and entering a first date of attendance, and must be completed by August 2<sup>nd</sup> in order for a student to be eligible to receive a first quarter scholarship payment on September 1<sup>st</sup>.

If you have any questions, please contact your Regional Manager.

**Coming next month in the June  
bulletin...changes to the scholarship programs  
as a result of new legislation.**

and adults. The following websites offer insights for educators:

[MentalHealth.gov](https://www.mentalhealth.gov/) provides one-stop access to U.S. Government mental health information.

The [American Psychological Association](https://www.apa.org/) website hosts informational videos as well as an interactive panel discussion among children's mental health professionals.

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

