



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 Bureau of Educator Certification as well as the Professional Practices Database 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

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 1st McKay payment.

September 15

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

October 2

Enrollment deadline for the November 1st McKay payment.

October 3-9

McKay Attendance Verification window 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](#)

Other Resources

scholarship checks not leave the possession of the private school, and students should not take scholarship checks home for a parent signature.

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**.

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**. 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 2nd to be eligible for a September 1st payment.
- Be sure to verify parent Social Security Numbers (SSNs) 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.



The 2018 Back-to-School Sales Tax Holiday was passed by the Florida Legislature and signed into law by Governor Rick Scott. This sales tax holiday begins Friday, August 3 and runs through Sunday, August 5.

During this sales tax holiday period, qualifying items will be exempt from tax including: certain school supplies selling for \$15 or less per item; and clothing, footwear, and certain accessories selling for \$60 or less per item.

President's Education Awards Program

Founded in 1983, the President's Education Awards Program 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.

McKay Coalition

The Coalition of McKay Scholarship Schools was formed because the founders of the coalition (all private school administrators) recognized the need to have an organization that understands that just as our students need a different way of teaching applied to them, McKay Schools often have needs that are different from typical schools. The upcoming fall conference is in Orlando on September 28th. Please visit www.McKayCoalition.org for more information.

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