



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

OFFICE OF INDEPENDENT EDUCATION
AND PARENTAL CHOICE

Scholarship Bulletin | November 2019

Scholarship Compliance Renewal

The 2020 Compliance season is here! Private schools participating in the state scholarship programs must renew their participation annually by submitting verification of their compliance with program requirements. The Department recently emailed an instruction letter and checklist guide to all currently participating private schools selected for **full renewal**, which is required every three years, or for **standard renewal** required annually, so that you can immediately prepare the required documentation for submission. Additional information on the application and renewal process is available on the School Choice website when logged in as a private school.

2020 Scholarship Compliance Form – Renewal Application

The **2020 Scholarship Compliance Form** is available on the School Choice website. The Scholarship Compliance Form must be submitted online **and** printed, signed, notarized and postmarked no later than **March 1, 2020**.

Please be mindful that a scanned or photo copied version of the compliance form will not be accepted. Any outstanding issues once the compliance form is submitted must be resolved on or before May 1st for the school to remain eligible to participate in the state scholarship programs for the next school year.

Compliance — Is your school ready?

As you prepare for your school's compliance renewal, we want to also remind you of the additional expectations for private schools that participate in any of Florida's K12 Scholarship Programs:

- **Posting of School Administration and Programs** - ALL participating private schools must publish on their school's website, or provide in written format, information for parents regarding the school, including but not limited to, programs, services, and the qualifications of classroom teachers.
- **Quarterly Progress Reports** - Each participating private school must provide parents a written explanation of a student's progress on a quarterly basis (e.g., report cards).
- **Notice of Change in Ownership** - Schools must notify parents, within 30 days, of any ownership change. Schools that have been deemed ineligible to participate in a scholarship program may not transfer ownership or management authority of the school to relatives.
- **Fingerprint Requirements for Owners/Operators/Board** - School owners, operators, and board members must also undergo level 2 background screening. A copy of the results must be given to the DOE. Every five years, the owner or operator shall request the Department of Law Enforcement to forward the fingerprints to the FBI for the level 2 screening. For the list of new disqualifying offenses, please review lines 3045 through 3083.

Take a few minutes to review the Private School Compliance Checklist below.

A “No” to any of these questions means your school may need to take steps now to correct the issue in order to be ready for compliance. Contact your Regional Manager if you have any questions.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	1. Has your school submitted an original Annual Private School Survey to the Department of Education?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	2. Has your chief administrative officers, owners, and/or board members filed a complete set of VECHS Live Scan fingerprints with the Department of Law Enforcement which is available for public inspection?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	3. Do you have current VECHS Live Scan fingerprint results on file for ALL officers reported on sunbiz, employees and contracted personnel?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	4. Does your school employ and/or contract more than 3 employees (instructional and non-instructional)? If so does the school have a Worker’s Compensation policy reported to the Divisions of Worker’s Compensation ?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	5. Do the children attending your school maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	6. Does your school require students to present certification of a school entry health examination ?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	7. Does your school require students to present certification of immunization and scoliosis testing as appropriate?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	8. Does your school possess a current semi-annual Public/Private School Health Inspection Report (DH 4160) ?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	9. Does your school possess a current and acceptable Mandatory Measurements Nonresidential Radon Measurement Report if applicable (DH 1777 and lab results)?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	10. Does your school facility possess a current, violation free or satisfactory fire code inspection ?

Our office has created web-based tutorials and other technical assistance to help familiarize administrators with the requirements. Log in at www.floridaschoolchoice.org and select **Compliance Resources** from the left hand menu to access this helpful information.

McKay & FES Student Transfer Procedures

A McKay or FES student may transfer from one participating private school to another at any time throughout the school year. However, parents and schools must be aware that the student must be enrolled on the new school's student list promptly (within 21 days) in order for the scholarship payments to carryover. Student must remain in attendance, both to maintain the scholarship payments and to meet the State of Florida's compulsory attendance laws.

If a child attends more than one private school during a pay period, then the first school that the child attends 10 school days is eligible to receive the check for that period.

McKay & FES Student Withdrawal Procedures

If a McKay or FES student is no longer enrolled or attending your school, the student should be immediately **withdrawn** from your designated Student List on the School Choice website. To withdraw a student, select the **Withdraw tab** on the student's general information page. Then enter the student's withdrawal date (last date of attendance), the name of the person completing the withdrawal, and a brief explanation of the reason for withdrawal.

*The withdrawal date must be **on** or **after** the student's first date of attendance. Therefore, if a student was enrolled but never attended, the student's first date of attendance should be entered as the withdrawal date. The first date of attendance is provided on the withdrawal tab as a reference.*

Private schools are responsible for the return of all scholarship funds that were received in error, including students who were not in attendance; therefore, timely submission of withdrawal information will save your school the inconvenience of returning incorrectly issued scholarship payments.

Please note that even if the parent of a scholarship student has unpaid fees or incomplete documentation, the private school may not refuse to withdraw the student for these unresolved obligations.

10 Day Rule

If your school receives a payment for a student who did not attend for **at least 10 school days within the payment period**, the warrant must be immediately returned to the following address. If you have questions, please contact your Regional Manager.

Florida Department of Education
Office of Independent Education & Parental Choice
325 W. Gaines Street, Suite 1044
Tallahassee, FL 32399

FTC Norm-Reference 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>.

Participating private schools must make arrangements to administer one of the approved listed tests during the 2019-20 school year, unless the private school has requested and received approval to use an alternate assessment. If you have any questions related to this requirement, please review the information on the page linked above, or contact your Regional Manager.

Upcoming Deadlines

December 3

Date by which a new student must file a McKay intent in order to be eligible for the February 1st payment.

January 2

Date by which new McKay and FES students with a valid intent must be enrolled to receive the February 1st payment.

January 3 - 10

McKay and FES Attendance Verification week for the third payment period.

January 31

Last day to file a McKay intent to participate for the 2019 school year.

February 1

First day for new students to file a McKay intent for the 2020-21 school year.

March 2

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

March 3 - 10

McKay and FES Attendance Verification week for the final payment period.

McKay Scholarship Payment Coverage Schedule

2019-2020 Payment Period	Payment Date & Coverage	Intent Deadline	Enrollment Deadline	Attendance Verification Available Online	Attendance Verification Deadline
July 1 – Sept 30	October 1 (100%)	July 3	August 2	N/A	N/A
Oct 1 – Dec 31	November 1 (75%)	September 2	October 2	October 3	October 9
Jan 1 – Feb 28	February 1 (50%)	December 3	January 2	January 3	January 10
Mar 1 – June 30	April 1 (25%)	January 31	March 2	March 3	March 10

Family Empowerment Payment Coverage Schedule

2019-2020 Payment Period	Payment Date & Coverage	Intent Deadline	Enrollment Deadline	Attendance Verification Available Online	Attendance Verification Deadline
July 1 – Sept 30	October 1 (100%)	August 15th	September 3	N/A	N/A
Oct 1 – Dec 31	November 1 (75%)	September 2	October 2	October 3	October 9
Jan 1 – Feb 28	February 1 (50%)	December 3	January 2	January 3	January 10
Mar 1 – June 30	April 1 (25%)	January 31	March 2	March 3	March 10

More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[McKay Parent Affidavit](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[Update Notification Form](#)

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Tallahassee, FL 32399-0400
Toll-Free Information Hotline: 1-800-447-1636
Fax: 850-245-0875

