



Scholarship Bulletin | December 2019

Scholarship Compliance Renewal

Private schools participating in the state scholarship programs must renew their participation annually by submitting verification of their compliance with program requirements. The 2020-21 Scholarship Compliance Form must be submitted online and also printed, signed, notarized and a **hardcopy** must be postmarked no later than **March 1, 2020**. Any outstanding issues must be resolved on or before May 1, 2020 in order for the school to remain eligible to participate in the state scholarship programs for the next school year.

Information on the renewal process is available on our website at www.floridaschoolchoice.org. After logging in, you will find our Application and Renewal Instruction Packet under the Scholarship Programs section of the left hand menu. Additional resources are available through the **Compliance Training link in the Compliance Resources** section.

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.

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](#)

Apply to Administer the FSA

Any participating scholarship school with at least one Florida Tax Credit, Family Empowerment, 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, 2020, with school eligibility determinations finalized in August 2020.

Update Contact Info

A new year often brings changes such as new staff or a new location. Incorrect contact information or typos may prevent you from receiving important scholarship program communications. Please log in to the School Choice website and click “**View School Info**” to ensure your school’s address, telephone number, fax number, and e-mail address are up to date. If corrections are necessary, please contact your Regional Manager as soon as possible.

Changing Locations?

If your school is expanding to an additional location or is planning to relocate, PLEASE 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.

McKay and FES Attendance Verification

Attendance verification of McKay and FES Scholarship students is required prior to the November, February, and April payments. **The next verification window is January 3-10 in preparation for the February 1st 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 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.

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.

More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[McKay Parent Affidavit](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[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. 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 parents the opportunity to select the best K-12 education environments for their individual kids. Celebrate National School Choice Week January 26 – February 1, 2020!

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



The 2020 Celebrate Literacy Week, Florida! Initiative is scheduled for January 27 – January 31, 2020. 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.

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

