



## All Scholarship Programs

### March 1<sup>st</sup> Deadline Approaching

Participating private schools have less than one month left to submit a Scholarship Compliance Form in order to renew participation in the Florida Tax Credit, McKay, Hope, and/or Gardiner Scholarship programs.

- **Step 1:** The form must be submitted online, and a signed and notarized hard copy must be mailed to our office postmarked no later than **March 1**.
- **Step 2:** For renewing private schools that submit their compliance forms by the deadline, any outstanding compliance issues must be resolved and any additional compliance documentation must be received by our office no later than **May 1**.

Schools missing either of these deadlines will not be eligible to participate in these scholarship programs for the 2019-2020 school year.

Your Regional Manager can assist you with any questions. Schools are advised to contact them as early as possible, as the increasing volume of calls and e-mails may delay their response as deadlines approach.

## New Agreed-Upon Procedures Guidelines

### FTC, Gardiner, Hope, and McKay

If your school collectively receives more than \$250,000 from the Florida Tax Credit, Gardiner, Hope, and McKay Scholarship during a fiscal year, then you must contract with an independent certified public accountant to perform agreed-upon procedures pursuant to section 1002.395(6)(o), Florida Statutes. The annual

## McKay Upcoming Deadlines

### 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 2019-20 school year.

### March 2

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

### March 4-11

Online Attendance Verification window for the final payment period.

### May 1

Date by which all Compliance Renewal issues must be resolved.

### June 1

Date by which requests for missing payments 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](#)

report must be submitted to the scholarship funding organization that awards the majority of your school's scholarship funds. Please contact the scholarship funding organization if you have questions about this requirement.

### **McKay Only**

If your school only receives more than \$250,000 in McKay scholarship funds, then the report must be submitted to the Department of Education. Please contact the School Choice Office for if you have any questions.

Reports must be submitted by September 15, 2019.

## **FTC Norm-Referenced 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.shtml>

If you have any questions related to this requirement, please review the information on the page linked above, or contact your Regional Manager.

### **Reporting NRT Results**

For private schools participating in the Florida Tax Credit (FTC) Scholarship Program, the results of nationally norm-referenced tests or the statewide assessments administered by the private school in grades 3 through 10 must be reported to the parent and to Learning Systems Institute. Please send copies of score sheets with name, testing date, and national percentile ranking by August 15, 2019, to:

**Melissa Dyehouse**  
**Learning Systems Institute**  
**Florida State University**  
**Suite 4600 University Center Bldg. C**  
**Tallahassee, FL 32306-2540**

## **Compliance Notes:**

### ***Abuse and Misconduct Notices***

All private schools must post notices about the duty to report actual or suspected cases of child abuse, abandonment, or neglect. Reporting to the Florida Department of Children and Families can be done by phone, fax or online at [reportabuse.dcf.state.fl.us/](http://reportabuse.dcf.state.fl.us/).

Schools that participate in state scholarship programs must also post notices at the school site and on the school's website with information about reporting professional misconduct by school staff. The posting must include a contact person and a statement about the penalties for failing to report misconduct. Additional information as well as samples of the abuse and misconduct notices are available on the Office of Professional Practices Services (OPPS) website at [www.fldoe.org/teaching/professional-practices/](http://www.fldoe.org/teaching/professional-practices/).

When you visit the OPPS website, there are several posters listed. The 4 notices that the school should post are the following:

- 1.) Either the "DCF Mandatory Abuse Reporting" or the "Text Version" poster. This should be posted in a prominent place.
- 2.) The "English Poster" regarding abuse reporting. This should be 11"x17", on the student's level, and posted in a public area widely used by students.
- 3.) The "Spanish Poster" regarding abuse reporting. This should be 11"x17", on the student's level, and posted in a public area widely used by students.
- 4.) Any 1 of the 8 misconduct posters. This should be posted in a prominent place and should be included on the school's website, if available. Remember to fill in the contact information on the poster.

For information about upcoming deadlines or questions about the project, please contact Melissa Dyehouse via phone (850-645-0396) or email ([mdyehouse@lsi.fsu.edu](mailto:mdyehouse@lsi.fsu.edu)).

## McKay Scholarship: 2019 Intent Status

Intents filed on or after February 1, 2019 are for the 2019-2020 school year. After filing an intent to participate in the McKay Scholarship Program, the parent is provided with a **confirmation number** that may be used to check the status of the intent, including the student's intent date, eligibility, matrix number, and estimated scholarship amount.

Private schools may assist parents in checking the intent status on the School Choice website. Simply enter the student's last name, birth date, and the intent confirmation number provided by the parent. Please note that School Choice office personnel can provide student status information only to the parent or with the parent's permission.

## McKay Minimum Attendance for Payment

In order for a McKay student to be eligible for a quarterly payment, the student must have **attended for at least ten school days** during that payment period. Rule [6A-6.0970\(5\)\(d\) and \(e\)](#), F.A.C., requires private schools participating in the McKay Scholarship Program to return to the Department any scholarship funds issued for a student that did not attend the private school for ten or more school days during the payment period. 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:

Florida Department of Education OIEPC  
Attn: McKay Scholarship Office  
325 W. Gaines Street, Suite 1044  
Tallahassee, FL 32399-0400

## McKay Guardian Changes

When a McKay scholarship family needs to change the parent or guardian who is listed on the scholarship checks, please submit a **Guardian Issue Form** to our office. Be sure to attach the applicable supporting documents, such as the adoption

## Fire Inspection

Each year, your school must be inspected by your local Fire Department, and a copy of the inspection report must be supplied in your compliance packet. The standards for the inspection are to be for an educational facility, private school, or life safety inspection, and the report must indicate "Satisfactory" or "Violation Free." Please check that your school's name and address are listed correctly on the form. A report by a fire alarm, fire extinguisher, or fire suppression system company will not meet this requirement.

## Fire Safety Report System

The State Fire Marshall is now required to grant the Department of Education access to private school fire inspection reports. Your local fire inspector is now required to enter your school's inspection information into a statewide database called the [Online Reporting System](#). Depending upon when the inspection is sent, this may cause a delay in your school's compliance.

## Other Resources

### Black History Month

First Lady Casey DeSantis announced that the theme for this year's Kindergarten through 12th grade art and essay contests is "Celebrating Public Service." Information about the contests and Florida's Black History Month is available at [www.FloridaBlackHistory.com](http://www.FloridaBlackHistory.com)



The Sunshine State Young Readers Award (SSYRA) Program is a statewide reading motivational program for children in grades 3 through 8. The purpose of the SSYRA program is to encourage students to read independently for pleasure and

documentation, new social security number, marriage/death certificate, or power of attorney documentation. A Parent Affidavit for the new guardian should also be submitted. McKay Scholarship forms are available for download from the [McKay Student Technical Assistance](#) link on our website. Please contact your Regional Manager if you have any questions.

to read books that are on, above, and below their reading level in order to improve their reading fluency. Voting is open for the reading programs from March 5 – April 12, 2019 and the registration deadline is February 28, 2019. For more information, go to <https://www.floridamediaed.org/ssyra.html>.



Kids.gov is the official kids' portal for the U.S. government, linking kids, parents and teachers to information and services on the web from government agencies, schools, and educational organizations, all geared to the learning level and interest of kids. See <https://kids.usa.gov/>.

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

