



Scholarship Bulletin | April 2019

Compliance Issues – May 1st

Renewing private schools that met the Scholarship Compliance Form postmark deadline of March 1 must resolve any outstanding compliance issues by May 1 in order to remain eligible to participate in the state scholarship programs for the upcoming 2019 school year. All compliance documentation must be received in our office and be correct no later than May 1. Renewing schools having unresolved issues after May 1 may not be able to participate in the state scholarship programs for the upcoming school year.

Helpful videos and information can be found under Compliance Resources (in the left-hand menu), when you are logged in at www.floridaschoolchoice.org. Remember, you can use the Compliance Checklist link, also in the left menu, to see the status of your document review. Please contact your Regional Manager or email our office at schoolchoice@fldoe.org if you have any questions about the compliance process.

Private School Facilities Inspections Reminder

To help your annual compliance process run more smoothly, review your facility's fire, health, and radon inspection reports before you submit them to our office.

- a. Check to see that the inspector completes the forms with your **school's correct name and complete address**.
- b. Fire and health inspections should be appropriate for a K-12 private school (**not for a daycare or business**)
- c. Must **be in your school's name**, even if you are leasing space from a church or other organization.

Health and Fire Inspection - Electronic Submission Requirements

The **Department of Health** is now required to send private school inspection reports directly to the Department of Education via electronic submission. The **State Fire Marshall** also requires your **local fire department** to enter your school's inspection information into a statewide database called the Online Reporting System at <https://sfm.bibr.ufl.edu/search/node> in order to grant the Department of Education access to private school fire inspection reports electronically. Please be mindful that depending upon when the inspector enters the inspection information, it may cause a delay in your school's approval.

Ownership Documentation and Private School Fingerprinting Process

Sunbiz Registration

School's participating in the scholarship programs should be registered through Sunbiz, this includes non-profit schools as well. According to Sunbiz, the school should have its own listing, either as a Fictitious Name Registration (i.e., "doing business as") or as a separate entity. Otherwise, the school hasn't satisfied the requirements for doing business in Florida.

Requirements for owners, officers, board members, directors, etc.

Remember that ALL listed officers, owners, board members, and/or directors on the school's Sunbiz report must provide a copy of the FDLE VECHS level 2 background screening report, **regardless of contact** (F.S. 1002.421) (p). If applicable under F.S. 623.12; it is recommended that a private school owned by a Diocese, Seventh Day Adventist or Private Charter list the diocese, SDA, or private charter's name on our website as the owner on the Annual Survey instead. If your school qualifies under F.S. 623.12, you will need supporting documents in the form of letter from the diocese, court filing, etc. Also any person signing the Annual Survey should be listed as an officer director on the Sunbiz. If your name isn't listed when the Regional Manager reviews the Sunbiz report, then your school will need an authorization letter from someone listed on the Sunbiz giving the person permission to sign the annual survey.

Norm-Referenced Testing

Private schools participating in the Florida Tax Credit (FTC), Gardiner, and/or Hope Scholarship Program must report the results of nationally norm referenced tests or the statewide assessments administered by the private school in grades 3 through 10 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 to:

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

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) or go to: <http://schoolreporting.net>.

McKay Payment Discrepancies

McKay supplemental payments for the final pay period will be processed on April 11th. 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 no later than **April 10th by 3:00 pm**. Please be aware that the final deadline for the submission of all outstanding payment request documentation for the current school year is June 1st. Requests or documentation submitted after that date cannot be processed. **The department cannot make exception if the June 1st deadline is missed.**

New Regional Manager

Welcome our newest Regional Manager assigned to the Region 3, Ms. Krysta Gardner. Ms. Krysta is a Tallahassee, FL native. She earned her Bachelor of Social Work degree from Florida State University. After graduating she relocated to Oklahoma City, OK to teach in the public school system as a Science and Pre-Algebra teacher for 7th and 8th grade. While teaching she obtained a Master's degree in Educational Leadership from University of Central Oklahoma. Krysta truly believes in the motto that "Education is the most powerful weapon which you can use to change the world."

McKay Upcoming Deadlines

May 1

Date by which all Compliance issues must be resolved.

June 1

Date by which requests for missing payments must be submitted.

July 3

Intent filing deadline for the September 1 payment.

August 2

Enrollment deadline for the September 1 payment.

August 15

Date by which FTC standardized testing results 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](#)

Other Resources



SCHOOL LIBRARY MONTH

April is School Library Month. School library programs enhance students' reading enjoyment and help prepare them for lifelong learning. National Library Week is during the week of April 7–13, 2019 which highlights the resources and contributions of all types of libraries. For ideas and recommended reading lists, see ilovelibraries.org.



Spearheaded by the Florida Department of Agriculture and Consumer Services, [Living Healthy in Florida](http://LivingHealthyinFlorida.com) provides consistent information to Florida's children, families and seniors on healthy eating, good nutrition and active living. Check out their [Resources for Teachers](#) designed to bring food, health and agriculture into the classroom.

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