



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

OFFICE OF INDEPENDENT EDUCATION
AND PARENTAL CHOICE

Scholarship Bulletin | June 2019

FLDOE Private School Directory

As a service to the public, the Department maintains a [directory of K-12 private schools](#) in Florida based on the information schools submit via the annual survey. As the summer break approaches, it may be a good time to review the information contained in the directory for your school and to submit a corrected survey if appropriate. Keep in mind that for participating private schools, approved documents regarding changes to location and director/owner name must be submitted first to your Regional Manager.

FDLE Retained Prints

The Florida Department of Law Enforcement (FDLE) has updated their procedures for entities obtaining VECHS numbers and how those entities manage their retained prints. If you do not currently have access to managing your retained prints through the FDLE website, then contact them at 850-410-8161 or go to the following link for more information: <http://www.fdle.state.fl.us/Background-Checks/VECHS-Home>.

FTC Reporting

If your private school participates in the Florida Tax Credit (FTC), remember to report 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
Building C
Tallahassee, FL 32306-2540

Guide to McKay Enrollment for 2019-20

Open enrollment for the 2019-20 school year has begun! If your private school is compliant for the upcoming year, then a school fee schedule must be submitted online prior to enrolling any McKay scholarship students. Login to the School Choice website as a private school administrator to copy your fee schedule over to the 2019-20 online portal and update your fee amounts. The fee schedule link is located at the bottom of the private school welcome page. Private schools will be able to update school fee item amounts until August 2. If there are any new fee items to add to a current fee schedule, then a private school must submit a paper copy of the updated fee schedule to your Regional Manager. **Please be informed if there are no new fee items you wish to add to your school's fee schedule, then you do not need to issue a copy of your fee schedule to the School Choice Office.**

Types of McKay Students to Enroll

The McKay Student List displays each type of student associated with your school. Student type as follows:

- **Last Year Students**—This is a list of McKay Scholarship students who were enrolled in your school at the end of the 2018-19 school year. You may choose to **Re-Enroll** a student on this list for the 2019-20 school year, or **Withdraw** a student who is not returning. Re-enrollment includes confirming the student's grade level, parent contact information, entering a student fee schedule, and a first date of attendance by **August 2nd** in order for a student to be eligible to receive a first quarter scholarship payment on September 1st.

Grade Correction - Any student (grades KG – 11th) that will be repeating a grade, a Scholarship Issue Form and documentation verifying or supporting that decision must be provided to our office.

McKay 12th Graders - Please be aware that in order to retain a 12th grade McKay student at your school you must submit a Scholarship Issue Form along with a signed statement from the parent attesting to the fact that the student is re-enrolling in order to obtain a diploma or high school equivalency certification. Students turning 22 during the school year are able to complete the school year as a McKay Scholarship student.

- **Transfer Students from Other Participating Private Schools**—This function allows a participating private school to transfer a McKay Scholarship student from another participating private school. Transferring students only **Registers** them in the new school. They are not fully enrolled until a fee schedule and first date of attendance are entered to complete the enrollment.
- **Enrolled**—Any student on this list has a student fee schedule and a first date of attendance entered for the 2019-20 school year. **Only enrolled students with an eligible IEP matrix code or 504 Plan may receive a scholarship payment.** Remember also that a **Parent Affidavit** must be filed with our office for each McKay student.

Be careful to enter the correct parent Social Security Number (SSN) when registering new students and reenrolling current students. **SSN discrepancies may cause a delay in payment.**

- **Registered**—Any student on this list is new to the scholarship program or has been transferred from another school. **Because they are not yet enrolled, they are not eligible for payment.** To enroll registered students, click on the student's name and select the **Enroll** tab.

Withdrawn McKay Students

If a McKay Scholarship student is not returning to your school next year, or if the student is graduating, then that student should be withdrawn from your McKay Student List.

Any student listed as WITHDRAWN on your McKay Student List means that the student was enrolled in your school for the 2018-19 school year and later withdrawn due to parent request or administrative error. When entering the withdrawal date for a student that has already been enrolled for the 2019-20 school year, the system will not allow a private school to enter a withdrawal date **prior to the first date of attendance**, and **withdrawn students cannot be re-enrolled by the same private school without a proper Scholarship Issue Form submitted.**

If you have any questions, please contact your assigned Regional Manager.

McKay Upcoming Deadlines

July 3

Application of intent filing deadline for the September 1 McKay payment.

August 2

Enrollment deadline for the September 1 McKay payment.

August 15

Date by which FTC standardized testing results must be submitted.

September 2

Intent filing deadline to be eligible for the November 1 McKay payment.

September 15

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

More Information

[Regional Managers](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[McKay Parent Affidavit](#)

[Update Notification Form](#)

Other Resources

Star Early Literacy®

Beginning with the 2017-18 school year, the Florida Kindergarten Readiness Screener (FLKRS) assessment has been administered through The Star Early Literacy® assessment, which is an online, adaptive instrument that students complete independently in approximately 15-20 minutes. —

Private schools interested in implementing the assessment for their Kindergarten students can find more information at <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/flkrs>

Florida DEO

The Florida Department of Economic Opportunity helps people find jobs, including people with disabilities. The Disability Program Navigator Initiative helps CareerSource Florida centers improve employability and increase career opportunities available to job seekers with disabilities. For more information on resources available to assist individuals with disabilities, visit: <http://www.floridajobs.org/office-directory/office-for-civil-rights/about-our-services/resources-for-assisting-individuals-with-disabilities>

