



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

OFFICE OF INDEPENDENT EDUCATION  
AND PARENTAL CHOICE

## Scholarship Bulletin | July 2019

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### **McKay: Avoid payment issues with these enrollment tips**

With the new school year approaching, now is the time for schools to ensure McKay enrollment is in order!

**STATUTORY DEADLINES**— The McKay Scholarship enrollment deadline is August 2nd. Enrollment includes creating a student fee schedule and providing a first date of attendance. **All current and new scholarship students must be enrolled by August 2nd to be eligible for a September 1st payment.**

**ACCURATE INFORMATION**— Please verify that students are enrolled in the correct grade level with the correct parent name, Social Security Number (SSN), and contact information. Invalid parent SSNs may result in delay of scholarship payments.

**PARENT AFFIDAVIT FORM** – Every student must have a [Parent Affidavit Form](#) on file in order to receive payment. Please verify each McKay student's parent affidavit status in the far right-hand column of school's McKay Student List enrolled section.

**WITHDRAWAL FROM PUBLIC SCHOOL** – Advise parents of scholarship students, especially new students, to notify the public school district that their student is withdrawing from public school to attend a private school. Prior to payment, school districts are required to verify that scholarship students are not enrolled in public school. If the parent does not notify the district that the student is attending private school, the district may report the student as still enrolled in public school. The scholarship payment then will be delayed until a correction is made.

## Handling Transfer and Withdrawn Students

In order to make the process less troublesome over the summer, any scholarship student enrolled during the 2018-19 school year who has not already been re-enrolled by May 31st, is available in the system to be transferred, registered, and enrolled by a new private school, even if the student was not officially withdrawn from their current school between June 1st – August 2nd. The new private school will be required to complete the withdrawal as part of the transfer process. This will allow students to transfer smoothly to a new school in the event that the previous school is closed or cannot be reached during the summer months.

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.

**Note: Any student who filed an intent application after July 3rd will not be eligible for a September 1st payment, regardless of their enrollment date. A student will forfeit the scholarship if enrolled in any summer program, such as Drivers Ed., that is funded through FEFP.**

If you encounter problems or need assistance with a scholarship student enrollment, do not wait until the deadline. Contact your Regional Manager promptly!

## New Scholarship Program

The Family Empowerment Scholarship Program took effect July 1, 2019. Our office is diligently working towards the program implementation and participating private schools will receive guidance when it is available. In the meantime, if your school wishes to participate in the Family Empowerment Scholarship you must submit a request online to the School Choice Office:

- [Click here to access your private school log-in portal.](#)
- Once logged in, you will simply need to check the 'Family Empowerment Scholarship' box in the "Request to Participate in Scholarship Programs" section.
- If your school does not participate in the McKay Scholarship Program, you should also contact your [Regional Manager](#) in the School Choice Office at the Department of Education to confirm submission of your school's tuition and fee schedule.
- Your school's compliance requirements must be current to participate. There are no additional eligibility or compliance requirements beyond the existing requirements to participate in all K-12 Scholarship Programs.

## Participating Private Schools Accountability Measures

As your school prepares for the upcoming school year, we want to remind you of the expectations that went into effect last year, July 1, 2018, in which private schools that participate in any of Florida's K-12 Scholarship Programs are required to adhere to each year.

- **New Requirements for Agreed Upon Procedures** - Beginning with the 2018-19 school year, Agreed Upon Procedures (AUP) reporting is required for any school that collectively receives over \$250,000 from state scholarship programs in any year. Those reports will be due to the scholarship funding organization that provides the majority of funding to your school. For schools with **only** McKay students, reports will be sent to the DOE.
- **School Information** - 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.
- **Student Quarterly Progress Report** - Each participating private school must provide parents a written explanation of a student's progress on a quarterly basis (e.g., report cards).
- **Ownership Change** - 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.
- **Owner/Officer VECHS Background Screening** – Requires each owner, officer, and/or operator reported on school's Sunbiz report to undergo level 2 background screening. A copy of the results must be given to the DOE. Every five years, the owner, officer 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 Section 1002.421 (p)(5), Florida Statutes.
- **Site Visits for New Schools** - All new schools will be required to receive a site visit from the Florida Department of Education. Beginning with the 2019-20 school year, a private school is not eligible to receive scholarship payments until a satisfactory site visit has been conducted and the school is in compliance with all other requirements of this section.

## 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](#)

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