



Scholarship Bulletin | January 2020

Happy New Year!

Apply To Administer the FSA

Florida law provides participating scholarship schools with at least one Florida Tax Credit, Family Empowerment, and/or Hope Scholarship student the opportunity to apply and participate in administering Florida State Assessments, including End-of-Course Assessments, to all students at the private school. Participating schools enrolling at least one Gardiner Scholarship student may also apply. The application to participate, along with Frequently Asked Questions, is available on the [Department of Education website](https://fldoe.org/assessments). The application window for the 2020-21 school year is open thru March 1, 2020, with school eligibility determinations finalized in August 2020.

McKay and FES Attendance Verification

Attendance verification of McKay and FES 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.

Family Empowerment Scholarship 2020-2021 Re-enrollment

Current FES Students

The re-enrollment process for the Family Empowerment Scholarship Program will begin mid-April of 2020. To re-enroll FES students for the 2020-2021 school year, your school will have the ability to re-enroll the student through the school choice website (similar to McKay). To receive full funding, schools must re-enroll students **by August 2, 2020.**

Please note there is no scholarship renewal process and no need for families to submit an application for income verification for the 2020-2021 school year. By way of private school re-enrollment, current FES students are eligible for the 2020-2021 school year.

As we approach mid-April, schools will receive additional guidance, including the date re-enrollment will open. **Re-enrollment will continue to be available until August 2, 2020; however, students who are not re-enrolled by JUNE 1, 2020, risk losing their spot to new applicants.**

McKay Intent to Participate for 2020-2021

Time is running out for students to be approved for the McKay Scholarship Program for the current school year!

Final intent filing and enrollment deadline for the 2019-20 School Year

The last day to file a McKay intent for the 2019-20 school year is January 31, 2020. Any new scholarship students who file intent on or before this date must be enrolled by March 2, 2020, to be eligible to receive a fourth quarter scholarship payment on April 1, 2020.

Intent filing for the 2020-21 School Year

Intents filed on or after February 1, 2020, will be for the 2020-21 school year. These students must be enrolled in a participating private school by **August 2, 2020**, in order to be eligible for a first quarter scholarship payment on September 1, 2020.

Enrollment in the current school year with a 2020-21 Intent

Although an upcoming 2020-21 student is not eligible for payment during the current school year, **a parent with an approved intent for 2020-21 may choose to enroll an eligible student in a participating private school for the remainder of the 2019-20 school year at their own expense.** Of course, parents also have the option of keeping the student in public school for the rest of the current school year.

Current McKay Students

Please note that a new intent does not have to be filed for a student already participating in the McKay program in a private school. However, participating private schools can begin re-enrolling current students for the 2020-21 school year the beginning of May, 2020, regardless of whether or not they received payment. Existing McKay enrolled students **must be re-enrolled by August 2, 2020**, to be eligible for the first payment next school year.

Scholarship Compliance Notes

As we begin the 2020 compliance season, prepare to contact your county's Department of Health and Fire Department about scheduling inspections well in advance of compliance deadlines.

Health Inspection

To participate in state scholarship programs, private schools must have on file with our office a current, satisfactory Department of Health Private School Inspection Report. Once your county Health Department conducts the necessary inspection and provides the results on their DH 4160 form, include a copy of the "Satisfactory" report in the renewal school compliance package. Private schools that store, prepare, or serve food to students must also possess a current and satisfactory Food Service Inspection Report. Furthermore, the Department of Health is now required to also send private school inspection reports to the Department of Education. Depending upon when the inspection is sent, this may cause a delay in your school's approval.

Fire Inspection

Private schools participating in state scholarship programs must also have on file with our office a current, violation-free Fire Inspection Report. There is no statewide fire inspection form, but the standards for the inspection are to be for an educational facility, private school, and/or life safety inspection as established by the State Fire Marshal's office. Schools are required to submit a copy of a "Satisfactory" or "Violation Free" inspection with your compliance package. Additionally, the State Fire Marshall is now required to grant the Department of Education access to private school fire inspection reports. This is accomplished by your local fire inspector entering 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 approval.

Remember to review your inspection report to make sure your school's name and address is correctly listed.

Ethics Policy

Florida law requires private schools participating in any state scholarship program to adopt policies that establish certain minimum standards of ethical conduct for teachers and administrators. The policy must specifically mention a requirement for employee training on the ethical conduct standards. It must also contain the duty of school staff to report alleged employee or administrator misconduct that affects the health, safety, or welfare of a student, as well as the procedures for reporting alleged employee or administrator misconduct.

For more information, please see the [Compliance Resources](#) link available on our website or contact your Regional Manager.

School Choice Call Center



left: Khyla Sabio, right: Karla Hernandez

We would like to highlight our two new call center staff members, Khyla Sabio and Karla Hernandez. Both Khyla and Karla will be helping our call center answer over 20,000 phone calls per year regarding School Choice issues from private schools, districts, and parents. Both of these ladies are Spanish-speaking representatives who pride themselves on providing the best customer service to all callers.

Khyla Sabio (left) was born to Honduran parents in Miami, Florida. She is currently a junior studying Political Science at Florida A&M University. Khyla loves participating in volunteer work and has volunteered as a mentor and tutor for students at Rickards High School in Tallahassee for the past three years. She is now a hired tutor for the school and enjoys helping students very much. Her love for education led her to her position here at the Department; she says, "I am extremely excited about working here, and I hope to grow here as well. That's my main goal."

Karla Hernandez (right) is a native of Tallahassee, Florida, and is a junior at The Florida State University. She is currently studying Psychology with a minor in Biology, and is of Mexican descent. After college, Karla plans to attend grad school for Occupational Therapy. Working for the call center, Karla says "I really enjoy speaking with all different types of people." Aside from her work here at the School Choice office, Karla works part-time for the City of Tallahassee Parks and Recreation at a local tennis facility.

Upcoming Deadlines

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](#)

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/>

BLACK HISTORY MONTH

First Lady Casey DeSantis has announced the theme for this year's Kindergarten through 12th grade art and essay contests will be **"Celebrating Untold Stories and Contributions of African Americans in Florida"**. Information about the contests and Florida's Black History Month is available at <http://www.floridablackhistory.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.



Florida Vocational Rehabilitation (VR) is an agency that helps youth and adults with disabilities find, get, or keep jobs leading to meaningful careers. To learn more about VR and see how they can help your students, please go to www.RehabWorks.org.

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