



## Scholarship Bulletin | January 2021

### 2021 Scholarship Compliance Renewal

As we begin the 2021 compliance season, please prepare to contact your county's Department of Health and Fire Department about scheduling inspections well in advance of compliance deadlines if your school's last annual report expired. **Any inspections reports dated prior to March 2020 may no longer be valid for submission after March 1, 2021.**

#### *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 your inspection report must match the school's name and address listed on file.***



## ***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.

## **McKay and FES Attendance Verification**

Attendance verification of McKay and FES Scholarship must be completed prior to the November, February, and April payments. **The attendance verification window closed on January 11<sup>th</sup> in preparation for the February 1<sup>st</sup> payment.**

**If your school did not submit attendance for a McKay and/or FES student in the School Choice Portal by the deadline, you may submit a [Scholarship Issue Form](#) and a copy of the student's daily attendance record to your Regional Manager once the student has attended your school at a minimum of 10 school days during the pay period. 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 April payment distribution.**

## **McKay and FES Student Guardian Changes**

When a McKay or FES scholarship family needs to change the parent or guardian who is listed on the scholarship checks, please submit a proper **Guardian Issue Form** to our office. Be sure to attach the applicable supporting documents, such as legal documentation, new social security number, marriage/death certificate, or power of attorney documentation. For McKay ONLY, a [Parent Affidavit](#) for the new guardian should also be submitted. Scholarship forms are available for download from the [McKay Student Technical Assistance](#) link on our website. **Please contact your Regional Manager for the FES forms** or if you have any questions.



## McKay Intent to participate for 2021-2022

**The last day to file a McKay intent for the 2020-21 school year is January 31, 2021.** Any new scholarship students who file intent on or before this date must be enrolled by March 2, 2021, to be eligible to receive a fourth quarter scholarship payment on April 1, 2021.

### Intent filing for the 2021-22 School Year

- **Intents filed after February 1, 2021, will be for the 2021-22 school year.** These students must be enrolled in a participating private school by **August 2, 2021**, in order to be eligible for a first quarter scholarship payment on September 1, 2021.

### Enrollment in the current school year with a 2021-22 Intent

- Although an upcoming 2021-22 student is not eligible for payment during the current school year, **a parent with an approved intent for 2021-22 may choose to enroll an eligible student in a participating private school for the remainder of the 2020-21 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 application does not have to be filed for currently enrolled private school students already participating McKay program.** Participating private schools can begin re-enrolling current students for the 2021-22 school year the beginning of May, 2021, regardless of whether or not they received payment. Existing McKay enrolled students **must be re-enrolled by August 2, 2021**, to be eligible for the first payment next school year.

## Norm-Referenced Testing

Private schools participating in the Florida Tax Credit Scholarship, Family Empowerment Scholarship, or Hope Scholarship Program must make provisions for students in grades 3-10 to take one of the nationally norm-referenced tests identified by the Department of Education. Gardiner Scholarship students for whom the tests are appropriate are also included in this requirement. **In preparation for testing students on campus, private schools should consider ways to administer assessments by providing flexibility for students and alternative methods to implement a safe testing environment. For example, consider administering in smaller groups, different time slots, or in different rooms of your school's facility.** Approved assessments and specific instructions are available on our website at: <http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.stml>.



## 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](#). The application window for the 2021-22 school year is open thru March 1, 2021, with school eligibility determinations finalized in August 2021.

## 2020-21 Scholarship Upcoming Deadlines

### **January 31**

Last day to file a McKay or FES intent to participate for the 2020-21 school year.

### **February 1**

First day for new students to file a McKay intent for the 2021-22 school year.

### **March 1**

Date by which participating private schools must mail in an original Scholarship Compliance Form in order to renew scholarship program participation for the 2021-22 school year.

### **March 2**

Date by which a new McKay and FES student must be enrolled to receive the April 1 (4th quarterly) payment.

### **March 3 - 10**

McKay and FES Attendance Verification week for the final payment period.

## Additional Information:

[McKay Deadlines](#)

[Regional Managers](#)

[McKay Parent Affidavit](#)

[McKay Student Technical Assistance](#)

[Application & Renewal Instructions](#)

[Compliance Resources](#)

[Update Notification Form](#)





## Scholarship Resources

Detailed information on all K-12 scholarship programs as well as other school choice options are available at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org). Each section provides links and resources specifically for parents and serves as a good resource to direct families toward when they have questions. Also please feel free to share our toll-free number with parents (800-447-1636). Our call center staff members are trained to assist families with scholarship program concerns.

## Other Resources



School choice means giving parents the opportunity to select the best K-12 education environments for their individual kids.

National School Choice Week kicks off January 25<sup>th</sup>! For more information, visit <http://schoolchoiceweek.com/>



The 2021 Celebrate Literacy Week, Florida! Initiative is scheduled for January 25 – January 29, 2021. For toolkits and other information, visit the [Celebrate Literacy Week, Florida!](http://CelebrateLiteracyWeekFlorida.com) website or contact the Just Read, Florida! Office at 850-245-0503 or [JustRead@fldoe.org](mailto: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 <http://www.rehabworks.org/>.