

## Restrictive Endorsement Requirements

### Special Points of Interest:

- Parent Newsletters are included in the payment packets for private schools to distribute to the parents of McKay Scholarship students when they come in to sign the scholarship check.
- The 2008-09 Private School Annual Survey will be available for submission on the School Choice website on September 1, 2008.

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With the arrival of the first scholarship payments for the 2008-09 school year, we would like to review the restrictive endorsement requirements for McKay Scholarship payments. Florida law requires the Department to make McKay Scholarship payments by individual warrant (check) payable to the student's parent or guardian. The warrants must be mailed by the Department to the private school of the parent's choice. Section 1002.39(9)(f), Florida Statutes, then requires the parent of a scholarship student to restrictively endorse the warrant to the private school for deposit into the account of the private school.



The Department is also required to review a sample of endorsed scholarship warrants after each payment period to confirm compliance with the restrictive endorsement requirements.

### The following are a few guidelines to assist you in correctly complying with these requirements:

- ◆ When a private school receives the McKay scholarship checks, the school should immediately stamp the back of

each check with the words "For Deposit Only" and include the School's Name, and the name of the School's Bank or Account Number.

- ◆ The private school should immediately notify parents that the checks have arrived and ask the parents to come to the school to restrictively endorse (sign) the warrant.

- ◆ It is strongly recommended that the scholarship checks not leave the possession of the private school, and students should not bring scholarship checks home for a parent endorsement (signature).

- ◆ It is essential that the parent whose name is on the scholarship check be the individual that endorses the check when received by the private school. Under law, power of attorney cannot be given from the parent to the private school.

More information is available in the Restrictive Endorsement Technical Assistance Paper that is posted on the Quick Navigation bar when logged in as a private school.



**Parent Newsletters are included in the payment packets for private schools to distribute to the parents of McKay Scholarship students when they come in to sign the scholarship check. Please assist us in providing this important information to McKay parents.**

## 2008-09 Private School Annual Survey

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The 2008-09 survey will be available on September 1, 2008. Section 1002.42, Florida Statutes, requires all private schools in Florida to submit an annual survey and it is also a requirement for participation in the state scholarship programs.

The survey must be submitted online by logging on to the School Choice website as a private school administrator. After online submission, a signature page will appear for printing. The signature page must be printed, signed by the private school's **owner or chief administrative officer**, notarized, and mailed to the Office of Independent Education and Parental Choice.

In addition to fulfilling a legal requirement, submitting the survey includes other benefits such as:

- ◆ Being listed on the [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org) website, where parents can access and view your school's information
- ◆ Receiving timely updates on federal initiatives or changes affecting private schools
- ◆ Allowing eligible students in your school to qualify for a Bright Futures Scholarship
- ◆ Getting informational updates from the Florida Department of Education on issues or requirements affecting private schools including IDEA and Title I

Please complete this important requirement as soon as possible.

## Scholarship Program Newsletters

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The Scholarship Program Newsletter is issued monthly and distributed via e-mail to all participating private schools. It is only printed and included in the scholarship payment packets in September, November, February, and April.

Are you receiving the newsletter via e-mail each month? If not, it may be time to verify your school's contact information. To ensure a valid e-mail address is on record for your school, please login as a private school administrator and click "Update School Info." If necessary, type in any changes and click "Update" to save the changes.



## Enrollment Verification of McKay Scholarship Students

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Prior to processing the McKay Scholarship payments each quarter, the Department sends a list of prospective scholarship students to the public school districts. The school districts are then responsible for verifying whether or not a scholarship student is Enrolled in Public School (EPS). Any student still registered as a public school student will be designated "EPS" and the student's scholarship payment will be cancelled.

When applicable, the EPS code will be reflected by the student's name on the scholarship payment Reconciliation Report. If a student was reported as EPS in error, please follow the instructions provided in the payment packet and complete a McKay District Verification Form as soon as possible. This form is required in order to process a supplemental payment. If you have any questions, please contact our Payment Specialist, Scott Lingo, at [scott.lingo@fldoe.org](mailto:scott.lingo@fldoe.org), or by phone at (850) 245-0872.

## Ethics in Education Act—Technical Assistance

As a reminder, technical assistance related to the Ethics in Education Act is posted on the School Choice website when logged in as a private school. Private schools participating in any state scholarship program must begin implementing the new requirements immediately.

The Department will also be giving a technical assistance presentation related to the changes in legislation and scholarship program participation requirements at the annual McKay Coalition Conference and the fall Florida P.R.I.D.E. meetings. The McKay Coalition Conference will be held on October 3rd in Miami and October 20th in Tampa. More information about this conference and registration is available on the McKay Coalition website at [www.mckaycoalition.com/conference.htm](http://www.mckaycoalition.com/conference.htm). The fall Florida P.R.I.D.E. meetings will be held in November at various locations in south and west Florida. Specific dates, times, and locations will be provided in next month's newsletter.

## Upcoming Deadlines

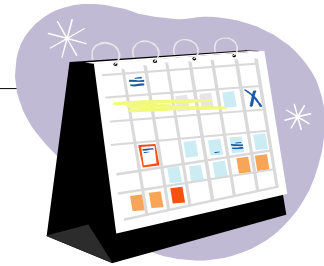
Re-enrollment of last year's McKay scholarship students must have been completed by August 2, 2008, in order to receive a September 1st payment. Students enrolled or re-enrolled after the August deadline may be eligible to receive a 2nd period payment on November 1st.

New scholarship students that filed intent by September 2, 2008, must be enrolled and have an individual fee schedule created by **October 2, 2008**, to receive the November 1st scholarship payment. In addition, the continued attendance of all scholarship students must be verified throughout the school year.

Attendance Verification for the November scholarship payment will be available from **October 6-10, 2008**.

Attendance Verification must be submitted during this week by logging on as a private school administrator on the School Choice website at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org).

Please refer to the McKay Scholarship Program Deadline Chart on the last page of the newsletter for additional deadlines during the 2008-09 year.



## Employee Spotlight—Michelle Lopez



The Office of Independent Education and Parental Choice is pleased to welcome our newest employee, Michelle Lopez. Michelle is the Regional Manager of Region 5 (Dade, Monroe, Collier, and Lee Counties), and a recent graduate of the Florida State University. While attending FSU, Michelle worked at the Institute on World War II and the Human Experience. She earned a Bachelor's Degree in both History and Interdisciplinary Social Science, and is certified to teach middle school Social Studies and Mathematics.

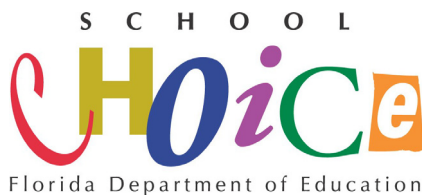
Although originally from Miami, Michelle and her husband decided to stay in Tallahassee for the time being to raise their two children. We are excited to have Michelle as a talented and well-rounded addition to the scholarship team.

**Office of Independent Education and Parental Choice**

Jean Miller  
Acting Executive Director

Florida Department of Education  
325 W. Gaines Street, Suite 522  
Tallahassee, FL 32399-0400

Toll-Free: (800) 447-1636  
Fax: (850) 245-0875  
Email: [schoolchoice@fldoe.org](mailto:schoolchoice@fldoe.org)



*"Increasing the Quantity and Improving the Quality of Education Options"*

**ON THE WEB AT:**

**[WWW.FLORIDASCHOOLCHOICE.ORG](http://WWW.FLORIDASCHOOLCHOICE.ORG)**

Current and previous newsletters are available in PDF format on the School Choice website when logged in as a private school administrator. Click on the "Newsletters" link on the Quick Navigation bar on the left hand side of the screen.

## MCKAY SCHOLARSHIP PROGRAM 2008-09 IMPORTANT DEADLINES\*

2008-2009 Payment Period	Payment Date	Parental Intent Deadline	Private School Enrollment Deadline	Attendance Verification Available Online	Attendance Verification Deadline
July 1 – Sept 30	September 1	July 3	August 2	N/A	N/A
Oct 1 – Dec 31	November 1	September 2	October 2	October 6	October 10
Jan 1 – Feb 28	February 1	December 3	January 2	January 5	January 9
Mar 1 – June 30	April 1	January 31	March 2	March 2	March 13

\*Private schools participating in the Corporate Tax Credit Scholarship Program must meet the deadlines set by the Scholarship Funding Organizations to receive payment.

Please note that the deadlines for filing a parental intent and private school enrollment are statutory deadlines; therefore, the department cannot make exceptions if these deadlines are missed.

Failure to complete attendance verification will result in a postponement of scholarship payments until the next scheduled payment period.