

## Compliance Renewal

### Special Points of Interest:

- The Scholarship Compliance Form must be post-marked to the department by **March 1, 2009**, to renew participation in the scholarship programs for the 2009-10 school year.
- Attendance Verification for the February 2009 scholarship payment must be submitted between **January 5-9, 2009**.
- New scholarship students must be enrolled by January 2, 2009, to be eligible to receive a February 1st payment (parent must have filed intent by December 3rd).

### Inside this issue:

Withdrawal Procedures	2
CTC Student Test Scores	2
Virtual School Enrollment	3
Attendance Verification	3
Employee Spotlight	3
Contact Information	4
2008-2009 Program Deadlines	4

Compliance Renewal for next school year has begun! The 2009-10 Scholarship Compliance Form was posted on the School Choice Web site on November 12, 2008, and over 160 forms have already been received. Compliance renewal instruction packets were mailed to all participating private schools in October and November. If you have not yet received a packet, please contact the School Choice information hotline **immediately**.

The deadline to postmark a signed and notarized Scholarship Compliance Form for a renewing school is **March 1, 2009**. The deadline to resolve any outstanding compliance issues including the submission of applicable inspection reports and fiscal soundness documentation is **May 1, 2009**.

To view your school's compliance status for 2009-10, click on the "View School Info" link on the Quick Navigation bar when logged in as a private school administrator. As you can see from the

example below, the section labeled "Compliance Form" displays the date the Scholarship Compliance Form was submitted online, received by the department, and reviewed by your Regional Manager. The "Compliant On" date is entered by your Regional Manager once your school has demonstrated compliance with all program requirements.

A Regional Manager or Customer Service Representative will attempt to contact each private school upon receipt of the Scholarship Compliance Form to inform the school of their status. A letter will also be mailed to each school detailing compliance deficiencies or notifying the school of its full compliance with program requirements.

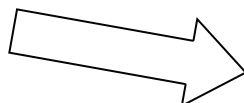
Please do not wait until the last minute! Regional Managers and scholarship support staff will become increasingly busy as the deadline approaches. Now is the time to submit your renewal documentation for the 2009-10 school year.

## Compliance Status Example

**If a Compliant On date is present, your school is eligible to participate for the 2009-10 school year.**

### Compliance Form

Last Submitted:	11/13/2008 10:21:50 AM
Copy Received:	11 ▾ 17 ▾ 2008 ▾
Reviewed:	12 ▾ 2 ▾ 2008 ▾
Compliant On:	12 ▾ 2 ▾ 2008 ▾



## McKay Student List and Withdrawal Procedures

As the second half of the school year approaches, please take a moment to ensure your McKay Student List is complete and accurate. This includes addressing any students that are still **Registered**. Registered students are **not** eligible to receive a payment. The student must be **Enrolled** by entering an individual student fee schedule and first date of attendance.

If a McKay student is no longer enrolled or attending your school, the student should be immediately withdrawn from your McKay Student List on the School Choice Web site. Failure to withdraw a student may result in difficulties transferring his or her scholarship to a new school. Please note that if the parent of a McKay student has unpaid fees or incomplete documentation, the private school **may not** refuse to withdraw the student as collateral for these unresolved obligations.



To withdraw a student, select the **Withdraw** tab on the student's general information page. Then enter the student's withdrawal date (last date of attendance), the name of the person completing the withdrawal, and a brief explanation of the reason for withdrawal. Pursuant to Rule 6A-6.0970, F.A.C., private schools are responsible for the return of all scholarship funds that were received in error, including for students that were not in attendance; therefore, timely submission of withdrawal information will save your school the time and hassle of returning incorrectly issued scholarship payments.



### The withdrawal date is student's last date of attendance.

The withdrawal date must be **on** or **after** the student's first date of attendance; therefore, if a student was enrolled but never attended, the student's first date of attendance should be entered as the withdrawal date. The first date of attendance is provided on the withdrawal tab as a reference.

## CTC Norm-Referenced Testing Reminder

Don't forget that private schools participating in the Corporate Tax Credit (CTC) Scholarship Program are required to annually administer one of the norm-referenced assessments approved by the Department of Education to all CTC students in grades 3-10. When sending the assessments to be scored, please be sure to **request national percentile rankings** (not just the number correct) from the scoring company.

As in previous years, Professor David Figlio will be collecting copies of each CTC student's test scores for the 2008-09 school year.

Professor Figlio will be providing each private school with a postage paid envelope to submit copies of the test scores.

For your reference, copies of score sheets with the student's name, testing date, and national percentile ranking should be sent to:

David Figlio  
School Reporting Compliance Center  
2040 Sheridan Road  
Evanston, IL 60208

## Florida Virtual School Enrollment



While it is perfectly acceptable for scholarship students to enroll in virtual school courses, **a McKay Scholarship student may not participate in more than two Florida Virtual School (FLVS) courses per school year.**

Virtual school courses are a great way to supplement a scholarship student's education; however, the law places some specific limitations on their use for students receiving a McKay Scholarship. Section 1002.39(3)(f), Florida Statutes, states that a student is not eligible for the McKay Scholarship

if he or she is participating in more than two state-funded virtual school courses per school year. The current school year for purposes of the McKay Scholarship Program is July 1, 2008, to June 30, 2009.

If you have any questions or concerns related to scholarship student enrollment in virtual school courses, please contact our School Choice information hotline at (800) 447-1636. In addition, you may wish to refer to the FLVS Memorandum of Agreement that a private school is required to sign in order to offer FLVS courses to their students. The agreement includes a specific statement about the course limit for students receiving a state scholarship.

## Attendance Verification

The continued attendance of McKay Scholarship students must be verified throughout the school year. Attendance Verification for the February 1st scholarship payment will be available from **January 5-9, 2009**. The verification must be submitted by logging on to the School Choice Web site as a private school administrator. Failure to complete the attendance verification requirement will result in the postponement of scholarship payments until the April payment period.

## Employee Spotlight—Laura Harrison

This month the spotlight is on Laura Harrison, the new Director of Scholarship Programs and Home Education. Laura came to the Office of Independent Education and Parental Choice from the department's Bureau of Exceptional Education and Student Services, where she worked for the past three years. Laura has an extensive knowledge of ESE programs and additional experience as a elementary school classroom teacher.

She holds a Bachelor's degree in Elementary Education and a Master's degree in Political Science. Her passion for school choice is evident in her enthusiasm and commitment to administer quality scholarship programs in Florida.

The following is a message from Laura:

*I feel very fortunate to be working in an area of education that I feel passionate about. I hope to successfully carry on the level of quality and integrity that has already been implemented in the Office of Independent Education and Parental Choice.*

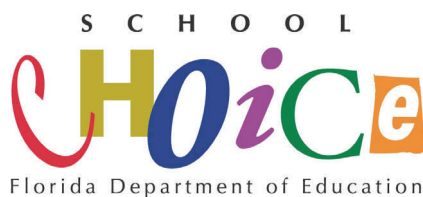


## Office of Independent Education and Parental Choice

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

**ON THE WEB AT:**

**WWW.FLORIDASCHOOLCHOICE.ORG**

Current and previous newsletters are available in PDF format on the School Choice Web site 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.