



Volume 3, Issue 5

January 2009

Office of Independent Education and Parental Choice



## McKay Intent Process

### Special points of interest:

- Parents may begin filing intent for the 2009-10 school year on February 1, 2009.
- Please ensure a matrix number or ineligibility reason is entered within 30 days of a student filing intent for the McKay Scholarship.

The last day to file intent for the 2008-09 school year is January 31, 2009. Any new scholarship students who file intent by this date must be enrolled in a participating private school by March 2, 2009, to be eligible to receive a fourth quarter scholarship payment on April 1, 2009.

### Intents filed after January 31, 2009, will be for the 2009-10 school year.

Although a student is not eligible for payment if intent is filed after January 31st, a parent may choose to enroll an eligible student in a participating private school for the remainder of the 2008-09 school year at his/her own expense. Of course, parents also have the option of keeping the student in public school for the rest of the 2008-09 school year.

For intents filed for the 2009-10 school year, we will continue to use the following process to verify a student's prior year in attendance in public school:

1. If the intent is filed prior to the receipt of the February 2009 survey data, the system verifies the student's attendance based on the October and February survey from the **previous school year** (2007-08) per statute.
2. After the February 2009 survey is conducted but before it is available to the Office of Independent Education and Parental Choice, a student that is not found in the previous year's October and February will be verified against the current year's October survey. If the student was reported in October 2008, the district will be prompted to verify the student's attendance in public school during the February 2009 survey week.
3. After the receipt of the February 2009 survey data, the system will verify that the student is found in the October 2008 and February 2009 survey data only. If the student is not found in both surveys, the student is ineligible and the intent cannot be completed.

Please note that for the short time after the February 2009 survey is conducted and before the data is available for upload on our Web site, the system will validate students not found in both prior year surveys against the current October 2008 survey and we will rely upon the school district to verify the attendance of these students during the February 2009 survey week. Our records indicate only a small percentage of intents filed for the 2008-09 school year required manual verification of attendance; however, we greatly appreciate your continued assistance in effectively determining student eligibility for the McKay Scholarship.



### Inside this issue:

McKay Contact Login	2
Search Students Web Site Feature	2
Parent Notification Requirement	2
Contact Information	3
Regional Manager Map	3

## District McKay Contact Login

Until a few weeks ago, both McKay and Charter School district contacts used the same login on the School Choice Web site. This resulted in login problems when the password was updated by one user without the other user's knowledge. It was also a concern with regards to the security of student information.

Therefore, we have separated the logins for each district user. McKay contacts must now select the **McKay Contact District Login** link on the School

Choice Web site to login and access their McKay Student List.

Continue to select your district name from the drop down list and enter your password. The district passwords were not changed when the login was separated; therefore, we recommend updating your district's password during your next session.



## Web Site Feature: Search Students

In addition to separating the login, we have added a new feature to the School Choice Web site for district users. After logging in as a District McKay Contact, you may search for a student within your district's McKay student list using the **Search Students** link on the quick navigation bar.

You may search for a student by using all or part of the student's name, the student's birth date, or the student's ID number. We hope this feature assists you in managing the status and eligibility of the McKay Scholarship students in your district.

## Parent Notification Requirements

The Department would like to remind districts of the parental notification requirements regarding school choice options related to the McKay Scholarship Program.

[Section 1002.39\(5\)\(a\)1., Florida Statutes](#), requires school districts to notify parents of public school students with disabilities of all available school choice options **by April 1 of each year and within 10 days of an Individual Education Plan (IEP) meeting**. Some districts may have complied with the IEP meeting notification requirement by providing the parent with information at the end of an IEP meeting rather than by mail after the meeting.

The notifications must inform the parent of the availability of the Department's toll-free information hotline and School Choice Web site, and must offer the student's parent an opportunity to enroll the student in another public school within the district. Please document the method and number of notifications provided for the April 1st disbursement because the Department will be requesting verification of compliance with this requirement through the submission of a District Parent Notification Report.

A memorandum including the reporting form and sample notification letters will be distributed to districts via email and through the Department's paperless communication system in the near future.



**Parent Notifications of school choice options (related to McKay) must be distributed to parents by April 1st of each year and within 10 days of an IEP meeting.**

