



Florida Scholarship Programs District Newsletter

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January-February 2013

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Welcome

Please read over the friendly reminders pertaining to the scholarship programs as we continue with our 2012-2013 school year. Feel free to contact our office with any questions or concerns.

McKay Intent Process

For the current school year: 2012-2013

The last day to file intent for the 2012-13 school year is January 31, 2013. Any new scholarship students who file intent by this date must be enrolled in a participating private school by March 2, 2013, to be eligible to receive a fourth quarter scholarship payment on April 1, 2013. Intents for the current school year will not be valid after April 30, 2013. If the parent has not utilized the scholarship by this date, a new intent should be filed for the 2013-14 school year.

For the upcoming school year: 2013-14

Intents filed after January 31, 2013 will be for the 2013-14 school year. Although a student is not eligible for payment during the current school year if the intent is filed after January 31, a parent with a valid 2013-14 intent may choose to enroll a student in a participating private school for the remainder of the 2012-13 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 2012-13 school year.

For intents filed for the 2013-14 school year, we will 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 2013 survey data by the Office of Independent Education and Parental Choice, the system verifies the student's attendance based on the October and February surveys from the **previous school year** (2011-12) per statute.
2. A student that is **not** found in the previous year's October and February FTE data will be verified against the current year's October survey. If the student was reported in October 2012, a red flag by the student's name will prompt the district to verify the student's attendance in public school during the February 2013 survey week.
3. After the receipt of the February 2013 survey data, the system will verify that the student is found in the October 2012 and February 2013 survey data only. If the student is not found in both surveys, the student is ineligible and the intent cannot be completed.

Our records indicate only a small number of intents filed each year require manual verification of attendance as described in step 2. We greatly appreciate your continued assistance in effectively determining student eligibility for the McKay Scholarship.

Parent Notification Requirements

Districts are required by [Section 1002.39\(5\)\(a\)1., Florida Statutes](#), 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) or 504 Accommodation Plan meeting**. Districts may comply with the IEP meeting or 504 Plan notification requirement by providing the parent with information at the end of an IEP or 504 Plan meeting or by mail after the meeting. The information must include availability of the Department's toll-free information hotline and School Choice website, and must offer the student's parent an opportunity to enroll the student in another public school within the district, should they avail themselves of the McKay Scholarship.

Please document the method and number of notifications provided for the April 1 distribution. The Department will request verification of compliance through the submission of a District Notification Verification Form, which must be faxed back to the Department by April 8th.

A memorandum including the reporting form and sample notification letters will be distributed to districts via e-mail on February 11, 2013.

Take Note

Mismatched StudentID

Prior to each quarterly payment, a McKay Verification File is posted for the districts to verify each student's enroll date (into public school) or withdraw date (from public school). When a McKay intent is filed, the StudentID assigned to the student at that time is the one which will appear in the quarterly Verification File. If the StudentID on the quarterly Verification File does not match the ID the district has on record, the payment can only be processed after considerable delay and unnecessary work on the part of both the McKay Office and the district to verify the student. In order to avoid this, please contact our office to correct mismatched StudentIDs as you become aware of them. E-mail correction information to our Payment Specialist, David Girtman at david.girtman@fldoe.org.

Feedback Welcome

As the Scholarship Office administers McKay processes, we are always looking for ways to improve. If you have a suggestion for ways that we can improve our accuracy, efficiency or communications with stakeholders, please get in touch. We welcome your input.

McKay Scholarship Program District Deadlines

2012-2013	District Verification File			District FTE File
Payment Period	Available Date	Submission Deadline	Final Update	Available Date
September	August 3	August 8	August 10	September 6
November	October 3	October 8	October 10	November 6
February	January 3	January 8	January 10	February 7
April	March 4	March 7	March 11	April 5
