



# Florida Scholarship Programs District Newsletter

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## Enrollment Verification Tips

### Enrollment Status

Because the August Enrollment Verification process concludes before school begins, there may be uncertainty in some cases as to the student's enrollment status. As a policy, if a student has not officially withdrawn from public school, or has registered as a new public school student, then the district should indicate the student as **enrolled** on the Enrollment Verification Form.

However, if the student was withdrawn from public school by the parent, or if the student was not enrolled in public school at the end of the previous year, the student should not be shown as enrolled as a public school student for the current year.



### Withdrawal: A Critical Step

When a student is determined to have returned to public school, the district should withdraw the student on the website to indicate the student returned to public school, in addition to reporting the public school enrollment date. Withdrawal will prevent the system from

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incorrectly generating any further payments. (Simply reporting the enrolled date will cause the current payment to be cancelled, but future payments may still be processed if the student is not also shown as withdrawn from McKay.)

**Note:** If a student does withdraw from the district to attend a McKay private school after being withdrawn via the McKay website, an Eligibility Correction Form will be required to get the student's matrix updated and validate the withdrawal.

### **DJJ**

Reminder: A McKay Scholarship student is considered returned to public school upon entry into a Department of Juvenile Justice (DJJ) detention center for a period of **more than 21 days**. School districts should track McKay students that have entered a DJJ facility and on the twenty-second day, withdraw the student from the McKay program via the McKay website. These students should be withdrawn as "Student in DJJ" and the **withdraw date** should be the first day the student entered the DJJ facility when the 21 days were accrued.

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## Student ID Mismatch

Prior to each quarterly McKay payment, a prepayment verification file is posted for the districts to download and verify a McKay student's enrollment or withdrawal from the public school district. The Student ID contained in this report is the same Student ID that was assigned by the district when the student filed the intent to participate. If your district has a current Student ID that does not match the one assigned in the McKay prepayment verification file, it should be updated. Please contact Payment Specialist David Girtman with any questions.

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## *Note: Virtual School*

While McKay students may take up to two courses per year via Florida Virtual School, enrollment in district virtual school classes that receive FEFP funding or a FLVS franchise program will result in forfeiture of the scholarship, as this is a "return to public school."

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# District Deadlines 2013-2014

## MCKAY SCHOLARSHIP PROGRAM IMPORTANT DEADLINES

2013-2014	District Verification File			District FTE File
Payment Period	Available Date	Submission Deadline	Final Update	Available Date
September	August 5 <sup>th</sup>	August 7 <sup>th</sup>	August 9 <sup>th</sup>	September 3 <sup>rd</sup>
November	October 3 <sup>rd</sup>	October 8 <sup>th</sup>	October 10 <sup>th</sup>	November 1 <sup>st</sup>
February	January 3 <sup>rd</sup>	January 8 <sup>th</sup>	January 10 <sup>th</sup>	February 3 <sup>rd</sup>
April	March 3 <sup>rd</sup>	March 6 <sup>th</sup>	March 10 <sup>th</sup>	March 28 <sup>th</sup>

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*Questions? Please contact your Regional Manager.*

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