



District Bulletin | July – August 2019

Clearing McKay EPS Flag

As the first quarterly McKay Scholarship payments are soon to arrive at private schools, you may be contacted about students who did not receive a payment due to being marked as Enrolled in Public School (EPS) based on your district's response to the McKay Pre-Payment Verification File. If a student has been marked EPS incorrectly, it's easy to correct the record.

Once you log into our website, click the link called McKay EPS Student List. On this page you can click "Remove EPS Flag" next to the student's name to clear the EPS designation (or "Restore EPS Flag" if you clear a student by accident). You will only need to submit a District Verification Form to our office if you're **trying to clear the EPS flag from a previous pay period.**

Private schools may be unaware that your office has cleared a student's EPS flag and will continue to send a DVF for your signature. When a school submits a DVF for a student you have already cleared, there is no need to complete and send us the form.

In addition to removing the EPS flag, please update the student information in your district records if the student has withdrawn from public school. This will ensure the student is not erroneously marked as EPS in the future. If you have questions about the list, please email Claire.Padgett@fldoe.org

District Contact Information

As we approach the 2019-2020 school year, please take a moment to check the [district contact list](#) information listed for your district on the School Choice website. You may edit or update the information by logging on to your district page. Should you need additional assistance, please contact our office.

Enrollment Verification Tips:

Enrollment Status

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 As a policy, if a student has not withdrawn from public school, or has registered as a new public school student, then the district should indicate the student as **enrolled** on the [Enrollment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

Withdrawal: A Critical Step

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

Gardiner Scholarship EPS Payment List

On the 10th of each month, our office begins the payment process for a new set of potential Gardiner Scholarship students. Scholarship funding organizations send a list of eligible students to the department, and for certain students, prior to the funding of a Gardiner Scholarship account, districts must verify that the students are not enrolled in public school. If there are students on the list for your district, you will receive an email notification, and the link to the list will appear in the center of your welcome page when logged into our website. If you would like to change the email on file for the Gardiner Scholarship contact in your district, please let us know by email.

Scholarship Funding Organizations may continue to submit prospective students for Gardiner Scholarship funding throughout the school year. Our office will notify scholarship contacts via email if Gardiner students are awaiting verification in your district. If you have questions about the process, please contact Raina Turner at raina.turner@fldoe.org or by calling our office at 850-245-0502.

Additional Resources:

The **Gardiner Scholarship Program** provides eligible students with disabilities a scholarship that can be used to purchase approved materials or products in order to design a customized educational program for the student. The Scholarship Funding Organizations (SFOs) listed below are approved to administer the **[Gardiner Scholarship Program](#)**. If students in your district are interested in the GSP, they should contact the SFO for instructions and deadlines for applying for a scholarship.

A.A.A. Scholarship Foundation
Phone: 888-707-3465
info@aaascholarships.org

Step Up for Students
Phone: 877-735-7837
info@stepupforstudents.org

Department of Juvenile Justice

As a reminder, McKay Scholarship student is considered to have 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 where the 21 days were accrued.

More Information

[McKay Scholarship Calendar](#)

[McKay Scholarship Deadlines](#)

[McKay Student Technical Assistance](#)