



District Bulletin | January-February 2020

McKay (Pre-) Intent Process

For the current school year: 2019-2020

The last day to file intent for the 2019-20 school year was February 1, 2020. Any new scholarship student who filed intent by this date must be enrolled in a participating private school by March 2, in order to be eligible to receive a fourth quarter scholarship payment on April 1, 2020. Intents for the current school year will not be valid after April 30, 2020. If the parent has not utilized the scholarship by this date, a new intent should be filed for the 2020-21 school year.



For the upcoming school year: 2020-2021

Any intent filed after February 1, 2020, will be for the 2020-21 school year. Although a student is not eligible for payment during the current school year if the intent is filed after February 1, a parent with a valid 2020-21 intent may choose to enroll a student in a participating private school for the remainder of the current school year at his/her expense. Of course, parents also have the option of keeping the student in public school for the rest of the 2019-20 school year.

For intents filed for the 2020-21 school year, we will use the following process to verify a student's prior year attendance in public school:

1. If the intent is filed prior to receipt of the February 2020 survey data, our system verifies the student's attendance based on the October and February surveys from the previous school year (2018-19).
2. A student who 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's name was reported October 2019, a red flag by the student's name will prompt the district to verify the student's attendance in public school during the February 2020 survey week.
3. After receipt of the February 2020 survey data, the system will verify that the student is found in October 2019 and February 2020 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.

McKay Scholarship: Parent Notification Requirements

Pursuant to section 1002.39, Florida Statutes, districts are required to notify parent 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 a 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 the meeting or by mail.

The information must include the Department's toll-free information hotline, [School Choice website](#), and must offer the student's parent an opportunity to enroll the student in another public school within the district. Sample notification letters are provided on the website.

Please document the method and number of notifications provided. The Department will request verification of compliance through the completion of Notification Verification Form. A memorandum including the Notification Verification Form was provided January 31st.

McKay Intent Lists

Our system does a preliminary check on whether or not the student met FTE requirements. Within 30 days of the intent being filed, district staff should notify the Department on whether or not the student met FTE requirements, if the student was enrolled in a public school when the intent was filed, and if the student has an IEP or a 504 Plan that is effective for more than 6 months.



504 Accommodation Plan: Temporary vs. Permanent Plan for McKay Eligibility

A student with an active 504 accommodation plan is eligible for McKay if assigned a "permanent" 504 plan. 504 plans are allowed to address temporary as well as permanent disability conditions. When reviewing a 504 plan intent application, the district representative will need to verify if the plan is permanent or temporary. For example, a 504 plan that is written as a "temporary" plan means special accommodations would take place for up to

6 months. Examples would include: a student who broke his/her arm or leg and needs special arrangements in the classroom or a student who has doctor's order to perform limited activities in school due to a temporary illness. If the 504 plan is assigned to a student with a permanent disability that is written in effect for more than 6 months, this would be considered a permanent plan and the student is eligible for McKay (even if the plan that is established has not surpassed 6 months yet).

Gardiner 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 (SFOs) send a list of eligible students to the Department. 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. The link to the list will appear in the center of your welcome page when logged in to 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 emailing the School Choice office. We appreciate your assistance with this statutory requirement.

School Choice Office

This month, we would like to highlight our two new staff members, Treveka Smith and Chasity Ingram. Treveka is our new staff assistant, and Chasity is our new Regional Manager for 25 of our North Florida counties that are participating with the McKay Scholarship Program. Both of these ladies pride themselves in providing the best customer service to all callers. We are so happy to have them! 😊



Treveka Smith (left) is originally from Gadsden County and is joining us as a new Staff Assistant. She currently owns a business providing services and aid to senior citizens in her community. Treveka prides herself in helping the elderly and dreams of one day having her own facility for senior citizens. Prior to working for the Department, Treveka worked for the Department of Business and Professional Regulation for 15 years and has also been a part of the Florida Retirement System now for 17 years in total. Treveka was also a Media Specialist at Ruediger Elementary School in Tallahassee. In her spare time, Treveka loves to draw and sing. She is an active member at her church, and enjoys helping others. She is a mom of three children, and is also a grandmother. Treveka is very excited to be here at the Department where she can take part in the education system in Florida.

Chasity Ingram (right) was born in Ozark, Alabama and is a proud mother of four. Chasity began her professional career in the United States Army, where she served for six years deploying to both Afghanistan and Iraq. After being in the military, Chasity worked for Tallahassee Memorial Hospital as an Office Coordinator. Soon after, Chasity sought out a Bachelor's degree in Technology Management from DeVry University, and is now working on her Master's degree. Here at the Department, she is one of our new McKay Regional Managers, serving north Florida counties. Aside from work, Chasity loves scary movies and is a fan of Marvel. Chasity is a fond lover of Italian food, and is a foodie! Chasity enjoys helping others and says, "it is a nice environment here at the Department, I like that a lot." Chasity hopes to be with the Department long-term where she can ground herself and use her professional experience to help parents and students.



District Contact Information

Please take a moment to check the contact information for your district on the [School Choice website](#). You may edit or update the information by logging on to the District page. If you need assistance, please contact your regional manager.

Additional Resources: [Regional Managers](#), [McKay Calendar](#), [McKay Deadlines](#)

Office of Independent Education and Parental Choice
325 W. Gaines Street Suite 1044
Tallahassee, FL 32399-0400
Toll-Free Information Hotline: 1-800-447-1636
Fax: 850-245-9134

