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Office of Independent Education and Parental Choice

Fee Schedules & Student Enrollment



Special Points of Interest:

- Parents must file intent for the 2009-10 school year by **July 3** in order to receive the first quarter payment.
- Requests for missed payments must now be made by **June 1** of the fiscal year in which they are due.
- Remind parents to avoid summer programs provided by the school district which are FEFP funded.

As you may know, **general fee schedules** are required to be submitted each school year, and **individual student fee schedules** must be submitted upon enrollment of a new scholarship student or re-enrollment of a current scholarship student. For the 2009-10 school year, the fee schedule submission and student enrollment process will begin in May after the clean-up payments for the 2008-09 school year have been processed. **Private schools will be able to enroll or reenroll students for the 2009-10 school year beginning in May.**

Enrollment of a scholarship student is a two-step process. First, the student must be **REGISTERED**. Simply locate the student's information in the Department's da-

tabase and add the student to your private school's McKay student list. These students will appear under the **Registered Students** heading. To complete the process and ensure payment, the student must then be **ENROLLED**. In this step, you must create and submit an individual fee schedule for the student. By statute, enrollment must be completed at least 30 days prior to payment; therefore, the enrollment deadline for a first period payment is August 2, 2009.

Specific notices will be posted on the Private School Administrator home page when the fee schedule submission and student enrollment functions are available for the 2009-10 school year.

Scholarship Compliance Deadline — *May 1, 2009*

Renewing private schools that met the Scholarship Compliance Form submission deadline of March 1 must resolve any outstanding compliance issues by **May 1, 2009**, in order to remain eligible to participate in the state scholarship programs for the 2009-10 school year. This means all documentation **must be received by our office** on or before May 1. Schools having unresolved issues after May 1 will not be able to participate in the McKay or CTC Scholarship Programs for the upcoming school year.

Outstanding compliance issues may include the need to submit inspection reports, the director's background screening results, fiscal soundness documentation for schools that have been in operation for less than three years, or a corrected compliance form. Please contact your regional manager for assistance if you have any questions.



Inside this issue:

Important Dates	2
Norm-Referenced Testing	2
Payment Issues	2
Parent Reminders	3
Contact Information	4
2009-2010 Program Deadlines	4

Important Dates— Mark your calendar

Please be aware of the following important McKay Scholarship Program dates.

April 24—Date by which any payment discrepancies must be submitted to the School Choice Office for corrections to be reflected in the final supplemental payment of the school year, scheduled for May.

April 30—This is the last day a student with a valid 2008-09 Intent can enroll as a McKay student. The student will not receive any payments for the current school year, but may then be reenrolled in May as a McKay student for the 2009-10 school year.

May 1—Deadline for all compliance issues to be resolved for renewing schools.

May 1 - August 2—Period during which current McKay students and students with a valid 2009-10 Intent may be registered and enrolled in order to be eligible for the September 1 payment.

June 1—Date by which all claims for missed pay-

ment must be made for this fiscal year, per new legislation.

June 1—Date on which all McKay students who have not yet been reenrolled by their current school become available to other schools in the system.

July 3—Deadline for parents to file Intent in order to be eligible for the September 1 payment.

September 1—First quarterly payment for eligible McKay students. This includes new students who have a valid Intent filed on or before July 3, and current students; all students must have enrolled on or before August 2.

September 2—Intent filing deadline for students who missed the July 3 filing, in order to be eligible for the second quarterly payment.

CTC Norm-Referenced Test Scores

Schools participating in the Corporate Tax Credit (CTC) Scholarship Program must arrange for CTC students in grades 2-10 to annually take one of the nationally norm-referenced tests identified by the Department.

When test results arrive, please provide one copy to the parent and retain a second set of copies to send to Professor David Figlio, the independent researcher selected by the Department.

Schools should be receiving a packet in the mail from Professor Figlio later this month. Detailed instructions regarding test score submission are included in the packet. Please review the **Norm-Referenced Testing Technical Assistance Paper** on the School Choice Web site for additional information.

Where is it written....?

Section 220.187, Florida Statutes, requires private schools participating in the CTC Scholarship Program to annually administer or make provisions for scholarship students to take a nationally norm-referenced test identified by the Department.

The statute also requires the parent of a CTC Scholarship student to ensure that the student takes the norm-referenced assessment offered by the private school.

Payment Issues

- **Rule Change**

Missed scholarship payments may be requested by the private school. However, the timing for those requests has changed. On March 17, 2009, the State Board of Education approved the following amendment to paragraph (5)(f) of Rule 6A-6.0970 F.A.C.:

(f) To ensure proper administration of scholarship funds, all claims by private schools for missed scholarship payments must be made by June 1 of the fiscal year in which the scholarship payment was originally due.

Previously, payment claims were accepted within one year of the date the payment was originally due.

- **Expiration of Warrants**

Any warrant which is not cashed within six months of payment will be cancelled. A reminder notice is

issued to schools with checks which are still outstanding three months after payment. No further reminders are provided. Please ensure that all warrants are appropriately handled within this timeframe.

- **Returning Payments**

If your school receives a payment for a student who did not attend classes for at least 10 school days within the payment period, the warrant must be immediately returned. Failure to return scholarship funds issued in error may jeopardize the private school's ability to continue participation in the state scholarship programs.

Please send returned payments along with an explanation for the return to:

*Florida Department of Education
Independent Education and Parental Choice
Attn: Scott Lingo
325 W. Gaines Street, Suite 522
Tallahassee, FL 32399-0400*

Parent Reminders

- **Contact information**

As participating private schools accept new students and reenroll current McKay students, we would like to remind you to ensure valid parent contact information in the student's McKay Scholarship record.

Private school administrators may update parent contact information at any time by selecting a student's name from the McKay Student List. Then click on the link titled **View / Edit Parent Data**. From this page, you may revise the parent's address, phone numbers, and e-mail address. Click the **Save Changes** button to store the new data.

For changes to a parent's name or social security number, please submit a **Guardian Change Form** because these changes affect the McKay Scholarship payment system.

- **Summertime warning**

Far too often, McKay parents seeking summertime activities for their child make the mistake of enrolling them in summer programs provided by the local school district, and lose the scholarship as a result. Please remind parents that entering any program funded by the school district through the FEFP (Florida Education Finance Program) is regarded as a "return to public school" and will result in forfeiture of the McKay Scholarship. These programs may include Extended School Year, Drivers Education, remedial programs, summer camp, or any other program for which the district receives FEFP funding.

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MCKAY SCHOLARSHIP PROGRAM IMPORTANT DEADLINES*

2009-2010 Payment Period	Payment Date	Parental Intent Deadline	Private School Enrollment Deadline	Attendance Verification Available Online	Attendance Verification Deadline
July 1 – Sept 30	September 1	July 3	August 2	N/A	N/A
Oct 1 – Dec 31	November 1	September 2	October 2	October 5	October 9
Jan 1 – Feb 28	February 1	December 3	January 2	January 4	January 8
Mar 1 – June 30	April 1	January 31	March 2	March 3	March 16

*Private schools participating in the Corporate Tax Credit Scholarship Program must meet the deadlines set by the Scholarship Funding Organizations to receive payment.

Please note that the deadlines for filing a parental intent and private school enrollment are statutory deadlines; therefore, the Department cannot make exceptions if these deadlines are missed.

Failure to complete attendance verification will result in a postponement of scholarship payments until the next scheduled payment period.