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Office of Independent Education and Parental Choice



## 2009-10 McKay Enrollment

### Special Points of Interest:

- Enrollment for the 2009-10 school year is now open.
- Requests for missed payments must now be made by **June 1** of the fiscal year in which they are due.
- McKay students not re-enrolled in their current school by **May 31** will become available in the system for other schools to transfer and enroll.



Participating private schools may now register and enroll new students and re-enroll current students for the 2009-10 school year. Your school **must be compliant** for the upcoming school year in order to enroll scholarship students. Please also note:

- If a scholarship student is not returning next year, or if the student is graduating, please withdraw the student from your McKay Student List.
- Re-enrolling a high school student (grades 9-12) who will be repeating a grade requires that documentation of failure be provided to our office.
- Be careful to enter the correct parent Social Security Number (SSN) when registering new students and re-enrolling current students. It is imperative that the correct parent SSN is associated with each student record; SSN discrepancies may cause a delay in payment.
- Be aware that students who are "registered only" are not considered enrolled, and will not receive payment. Enrollment includes submitting an individual student fee schedule and entering a first date of attendance.
- Enrollment must be completed by **August 2, 2009**, in order for a student to receive a first period scholarship payment on September 1st.

A guide to the registration and enrollment process follows on page 3. If you have any questions, please contact your Regional Manager.



### Inside this issue:

Program Updates	2
Mark Your Calendars	2
Enrollment Guide	3
Contact Information	4
2009-2010 Program Deadlines	4

## General Fee Schedule Submission

Please remember that a general fee schedule must be submitted **prior** to enrolling any scholarship students. Fee schedules for the 2008-09 school year may be copied over for the 2009-10 school year and fee amounts may be updated when logged in as a private school. The fee schedule link is located at the bottom of the private school welcome page.

Private schools will be able to update general fee item amounts until August 2, 2009. However, any new fee items must be submitted to your Regional Manager to be added to your school's general fee schedule.

## Program Updates

A recent mailing to participating private schools included the following items.

- **McKay Scholarship Program 2009-10 Calendar**

In an effort to support program accountability and assist private schools in meeting participation requirements, we recently mailed our new **McKay Scholarship Calendar** to all participating schools. We hope you will refer to it frequently and find the tips and reminders a useful resource.

- **Student Data Collection Form**

In accordance with recent changes in the way the federal government collects race and ethnicity data, we have sent all schools a copy of the updated **Student Data Collection Form** which is to be completed for each new and returning McKay student in your school for the 2009-10 school year, and submitted to our office by August 1. Forms should also be submitted for later enrollees and submitted at the time of enrollment. All six questions on the form must be answered. If a parent or guardian refuses to complete the form, please fill out the form based on your observed identification of the student, and submit to the Department.

- **McKay Parent Affidavit**

The Department now requires new and re-enrolling McKay Scholarship parents to sign an affidavit affirming their continued compliance with the provisions of the program. Forms should be collected by the school and submitted by August 1.

Questions about both forms may be addressed to: [cathy.russell@fldoe.org](mailto:cathy.russell@fldoe.org). Mail completed forms to: Florida Department of Education, 325 W. Gaines St., Ste. 522, Tallahassee, FL 32399—Attn: Cathy Russell.



### Important Dates— Mark your calendar

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

**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 payment must be made for this fiscal year, per new State Board Rule.

**June 1**—Date on which all McKay students who have not yet been re-enrolled by their current school become available for enrollment by other schools in the system.

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

**August 1**—Date by which McKay Parent Affidavits and Student Data Collection Forms must be submitted.

**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.

**October 2**—Date by which students with a valid 2009-10 intent must be enrolled in order to receive the November 1 payment.

## Registration and Enrollment Guide

To work with enrollment of McKay Scholarship students, go to the **McKay Student List** when logged in as a private school.



There you will find links to perform the following functions:

- Register New Students**—This function searches the database of students who have filed an intent to participate in the McKay Scholarship for the upcoming 2009-10 school year. You may search for a student by entering just a few letters of the student's first and last name, or you may narrow your search by entering any combination of the student's name, date of birth, or public school district.
- Transfer Students from Other Schools**—This function allows a private school to transfer a McKay Scholarship student from another private school. Transferred students are only **Registered**. They are not enrolled until a fee schedule and first date of attendance is entered to complete the enrollment.
- Re-Enroll Students from Last Year**—This function allows a private school to re-enroll scholarship students who were enrolled at the end of the 2008-09 school year. Re-enrollment includes confirming the student's grade level and parent contact information and entering an individual student fee schedule and a first date of attendance.

### Types of Students

The McKay Student List displays each type of student associated with your school. The definition of each type of student follows.

- Last Year Students**—This is a list of McKay Scholarship students who were enrolled in your school at the end of the 2008-09 school year. You may choose to **Re-Enroll** a student on this list for the 2009-10 school year, or **Withdraw** a student who is not returning.
- Current Students**—This is a list of any student associated with your school for the 2009-10 school year. There are three types of current students:
  - Enrolled**—Any student on this list has an individual student fee schedule and a first date of attendance entered for the 2009-10 school year. Only enrolled students with an eligible matrix code may receive a scholarship payment.
  - Registered**—Any student on this list is new or has been transferred from another school. **Because they are not yet enrolled, they are not eligible for payment.** To enroll registered students, click on the student's name and select the **Enroll** tab.
  - Withdrawn**—Any student on this list was enrolled in your school for the 2009-10 school year and later withdrawn. A student cannot be withdrawn prior to his or her first date of attendance, and withdrawn students cannot be re-enrolled by the same private school.

### Transfers

A scholarship student may transfer to another participating private school at any time. During the school year, a student must be withdrawn from the old private school before he or she can be transferred to a new school. However, over the summer months (June 1-August 2), any scholarship student enrolled during the 2008-09 school year who has not already been **Re-enrolled** or **Withdrawn**, is available in the system to be transferred, registered and enrolled by a new private school. The new private school will be required to complete the withdrawal as part of the transfer process. This will allow students to transfer smoothly to a new school in the event that the previous school is closed or cannot be reached during the summer months.

If you need assistance in enrolling or re-enrolling your scholarship students, please call your regional manager. Students not enrolled by August 2 cannot receive the September 1 payment.



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### MCKAY SCHOLARSHIP PROGRAM 2009-2010 IMPORTANT DEADLINES\*

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

**\* Please note:**

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

*Current and previous newsletters are available in PDF format on the School Choice Web site.*