

Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

Volume 4, Issue 1

August 2009

Registration and Enrollment - August 2 Deadline

Special Points of Interest:

- **To be eligible for the September payment**, new McKay students must have a valid intent filed by July 3rd and be enrolled by August 2. Returning or transferring students must be reenrolled by August 2.

Summer is speeding by, and crunch time is fast approaching for McKay student enrollment. In order to make the process as smooth as possible, we recommend schools review Technical Assistance Paper No. 2007-04, **Registering and Enrolling New Students**, which may be found on the School Choice Web Site. The TAP contains step-by-step instructions with screen shots of important steps. Additional detailed information may be found in our May **Scholarship Newsletter**. Below are some of the essential points.

Log in to enroll students -

Log in and select **McKay Student List**. There you can register and enroll new students, re-enroll or withdraw your students from last year, and transfer students from another school. Please note that **simply registering a student does not enroll them**.

Before August 2nd, double check your list of **Current Students**. This list contains enrolled,

registered and withdrawn students. Check that the status of each of these students is correct. If you need assistance with the enrollment process, contact your Regional Manager promptly. Waiting until after the deadline may result in lost payments.

Don't forget the paperwork -

In addition to the online process, please be sure the enrollment paperwork is complete.

- Be sure to obtain a copy of the parent's **drivers license**, a copy of the student's **birth certificate**, and the required health forms, which must be included in each student's file.
- New requirements call for the **Student Data Collection Form** and the notarized **Parent Affidavit**. (See below for more information.)
- New students leaving public school must present a **withdrawal form** to document that the student has been officially withdrawn by the parent.
- Reenrolling a high school student who will be repeating a grade requires that documentation of failure be provided to our office.

New Document Requirements

Parents enrolling or reenrolling their student must complete two new forms. Both forms should be mailed to the School Choice Office by August 1. For later enrollees, forms must be submitted at the time of enrollment. Missing forms will result in delayed payment.

- The **Student Data Collection Form** reflects recent changes in the way the federal government collects race and ethnicity data. All six questions must be answered. If the parent refuses to fill out the form, a staff member should complete it based on observed identification of the student.
- The **McKay Parent Affidavit** affirms the parent's compliance with the provisions of the program. This form must be notarized.

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Scholarship Program News

•Tax Credit Scholarship Renamed

Starting July 1, as a result of recent legislation, the former Corporate Tax Credit Scholarship (CTC) will now be titled the **Florida Tax Credit Scholarship Program (FTC)**. Contact information for the Scholarship Funding Organizations remains the same. For Children First Florida, call 904-247-6033. For Florida Pride, call 866-739-1195.

•Annual Survey

The **2009 Annual Survey of Private Schools** will be available online September 1. Changes this year include a requirement that the student count include only Florida students, and a requirement for student ethnicity information. By law, all private schools in Florida are required to submit the Annual Survey by May 1. Those submitted by November 30 will be included in the Department's Directory of Private Schools.



Important Program Dates — Mark your calendar

Please be aware of the following important McKay Scholarship dates.

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

August 2—Deadline by which current McKay students and students with a valid 2009-10 Intent must be registered and enrolled 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.

October 2—Date by which students with a valid

Update your Contact Information!



Accurate information allows us to make sure you receive legislative updates, newsletters, deadline reminders and other information, and helps ensure that payments and issues are handled in a timely manner.

School Information - Please verify that your school contact information is correct, especially the contact phone number, fax number, and e-mail address. This can be done when you are logged in by choosing the "Update Contact Info" link on the Quick Navigation bar. Then type in any necessary changes, and click "Update" to save the changes.

Parent Information - When enrolling or reenrolling students, please verify all parent and student information. Ensure that the parent **name and social security number** are correct and are **those of the person who will be signing the check**. Please also verify the current address, telephone number, e-mail and student social security number.

2009-10 Intent must be enrolled in order to receive the November 1 payment.

October 5-9—Attendance Verification week for the second payment period.

November 30—Annual Survey deadline for inclusion in the Department's Private Schools Directory.

December 3—Date by which students with a valid 2009-10 Intent must be enrolled in order to receive the February 1 payment.

January 2—Date by which students with a valid Intent must be enrolled to receive the February 2 payment.

January 4-8—Attendance Verification week for the third payment period.

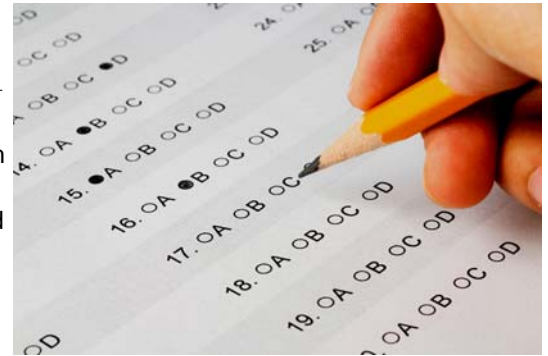
January 31—Intent filing deadline for the 2009-10 school year. Intents filed after this date will apply to the 2010-11 school year.

Contact your Regional Manager promptly with any questions regarding these deadlines.

FTC Norm-Referenced Testing Requirement

With a new school year about to begin, we would like to remind private schools participating in the Florida Tax Credit (FTC) Scholarship Program of the requirement to administer, or make provisions for FTC students in grades 3-10 to take, one of the nationally norm-referenced tests identified by the Department of Education.

This requirement is outlined in [Section 220.187\(8\)\(c\)2., Florida Statutes](#). The approved assessments are listed below:



- [Basic Achievement Skills Inventory \(BASITM\)—Comprehensive Version](#)
- **Comprehensive Testing Program 4 (CTP 4)**
- **Educational Development Series (EDSERIES), Forms G and H**
- **EXPLORE®**
- [Iowa Tests of Basic Skills® \(ITBS®\) Forms A and B—Core Battery](#)
- [Iowa Tests of Basic Skills® \(ITBS®\)-Complete Battery, Form C](#)
- **Iowa Tests of Educational Development® (ITED®), Forms A and B**
- **Kaufman Test of Educational Achievement-Second Edition, Comprehensive Form (KTEA-II)**
- **Measures of Academic Progress (MAP)-Goals Survey Tests**
- [Metropolitan Achievement Tests®, Eighth Edition \(METROPOLITAN8\)-Short Form](#)
- **PLAN®**
- **PSAT/NMSQT®**
- **Stanford Achievement Test, Ninth Edition (Stanford 9)**
- **Stanford Achievement Test, Tenth Edition (Stanford 10) - Abbreviated Battery**
- [Stanford Achievement Test, Tenth Edition \(Stanford 10\)—Basic Battery](#)
- [TerraNova \(CTBS/5\)—Basic Battery](#)
- [TerraNova, Second Edition \(CAT/6\)—Basic Battery](#)
- [TerraNova, Third Edition \(TerraNova 3\)](#)
- **Woodcock-Johnson III Tests of Achievement, Extended Battery**

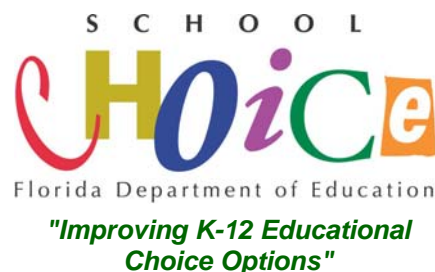
Please note that due to changes implemented by the 2008 Florida Legislature, the Florida Comprehensive Assessment Test (FCAT) is **no longer listed** as a nationally norm-referenced test that may be administered to FTC students. Participating private schools must make arrangements to administer one of the above listed tests during the 2009-10 school year, or the private school may request the use of an alternate assessment. Requests must be submitted to the Department **in writing by September 15, 2009**, and specific instructions are available on the School Choice Web Site at www.floridaschoolchoice.org/Information/CTC/norm_referenced_assessment.asp.

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ON THE WEB AT: WWW.FLORIDASCHOOLCHOICE.ORG

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 **Florida Tax Credit Scholarship Program** (formerly the Corporate Tax Credit Program) must meet the deadlines set by the Scholarship Funding Organizations to receive FTC 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.

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