

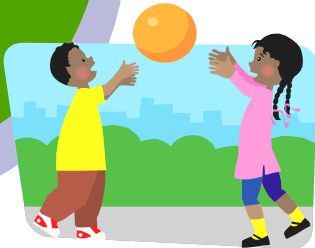


Florida Scholarship Programs Newsletter

Office of Independent Education and Parental Choice

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May 2011



McKay Re-enrollment for 2011-12

Starting May 2, participating private schools may register and enroll new McKay students and re-enroll current McKay students for the 2011-12 school year. Your school **must be compliant** for the upcoming school year in order to enroll scholarship students. Please also note:

Special Points of Interest:

- Enrollment for the 2011-12 school year opens **May 2**.
- 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.
- Requests for missed payments must be made by **June 1** of the fiscal year in which they are due.

- If a scholarship student is not returning next year, or if the student is graduating, please withdraw the student from your McKay Student List.
- If a high school student (grades 9-12) will be repeating a grade, documentation verifying or supporting that decision must 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, 2011**, in order for a student to receive a first quarter 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.



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General Fee Schedule Submission

Please remember that a general fee schedule must be submitted **prior** to enrolling any McKay scholarship students. Fee schedules for the 2010-11 school year may be copied over for the 2011-12 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, 2011. However, any new fee items must be submitted to your Regional Manager to be added to your school's general fee schedule.

Mark Your Calendar

April 30—Date that a 2010-11 intent expires if unused.

May 1—Date by which all Compliance issues must be resolved.

May 2—System is open for reenrollment.

June 1—Date that returning McKay students not reenrolled in their current school will become available in the system.

June 1—Date by which requests for missing payments must be submitted.

July 3—Intent filing deadline to be eligible for the first 2011-12 payment on September 1.

August 2—Date by which new and renewing McKay students must be registered and enrolled in order to receive the September 1 payment.

September 2—Intent filing deadline to be eligible for the November 1 payment.

October 2—Date by which students filing by September 2 must be enrolled to receive the second quarterly payment.

Questions? Please contact your Regional Manager.

FTC Testing Reminder

When private schools participating in the Florida Tax Credit (FTC) Scholarship Program send the nationally norm-referenced assessments to be scored, they should be sure to **request national percentile rankings** (not just the number correct) from the scoring company.

Once the test scores are received by the school, copies of the score sheets with the student's name, testing date, and national percentile ranking should be sent to: *David Figlio, School Reporting Compliance Center, Department of Economics, University of Florida, Gainesville, FL 32611-7140.*



In the News

Certification of Immunization, Form 680—Recent enhancements to the Florida SHOTS™ provide electronic access to student's immunization data by parents and school nurses. The new e-signed Florida Certification of Immunization, Form DH 680 has eliminated the need for a specific color of paper. Therefore, Form 680 is no longer required to be on blue paper. To determine validity of student's Form DH 680, school registrars are encouraged to utilize the guidelines on pages 7 & 12 of the **Florida Department of Health, Bureau of Immunization Newsletter** (Spring 2011). The newsletter may be viewed at: http://www.doh.state.fl.us/Disease_ctrl/immune/newsletter/files/IN_spring_2011.pdf. Please share this information with school staff for the 2011-12 school year.

May is Asthma Awareness Month – Asthma is one of the most common chronic diseases of children in the United States, the third leading cause of preventable hospitalization, and one of the leading causes of school absenteeism. The Florida Asthma Prevention and Control program encourages school communities to plan activities for the month of May to help improve the quality of life for those with asthma. The U.S. Environmental Protection Agency (EPA) has developed an **Asthma Awareness Month Event Planning Kit** at http://www.epa.gov/asthma/pdfs/awm/event_planning_kit.pdf to assist schools with asthma education and management activities. The EPA provides a wide variety of no-cost asthma materials for children and their families that can be ordered in multiple languages at <http://www.epa.gov/asthma/partners.html>.



Spotlight on... Raina Turner

The School Choice Scholarships Office is pleased to introduce new Staff Assistant Raina Turner. Raina, who started in the office as an intern several months ago, will graduate shortly from Florida A & M University with a B.S. in Information Management. As a full time member of the team, Raina will assist Program Manager Pam London, as well as work with the regional managers and the payment specialist. A Tallahassee native, Raina, who has an interest in law and leadership, served as student body president in high school, and looks forward to attending law school in the future.

School Choice, says Raina, is a great program. "These programs really have such a tremendous impact on students' lives, helping them get to where they can get the best education. I love having a helping hand in it."



Raina Turner, School Choice Staff Assistant

Guide to Registration and Enrollment

In order for a scholarship student to be eligible for payment, he or she must be registered and enrolled each year in a timely manner through the School Choice Web site (www.floridaschoolchoice.org). This function is available for the upcoming school year beginning May 2.

Web Site Tools

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**—for students entering the scholarship program for the first time. This function searches the database of students who have filed an intent to participate in the McKay Scholarship for the upcoming 2011-12 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 Participating Schools**—This function allows a participating private school to transfer a McKay Scholarship student from another participating private school. Transferring students only **Registers** them in the new school. They are not enrolled until a fee schedule and first date of attendance are entered to complete the enrollment.

“To enroll registered students, click on the student’s name and select the Enroll tab.”

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 2010-11 school year. You may choose to **Re-Enroll** a student on this list for the 2011-12 school



year, or **Withdraw** a student who is not returning. 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.

- **Enrolled**—Any student on this list has an individual student fee schedule and a first date of attendance entered for the 2011-12 school year. Only enrolled students with an eligible matrix code may receive a scholarship payment.
- **Registered**—Any student on this list is new to the scholarship program 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 2010-11 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.

Handling 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 2010-11 school year who has not already been **Re-enrolled** 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.

Office of Independent Education and Parental Choice

McKay Scholarship Program 2011 - 2012 IMPORTANT DEADLINES					
Payment Periods	Payment Date	Parental Intent Deadline	Private School Enrollment Deadline	Attendance Verification	
				Available Online	Submission 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 3	October 10
Jan 1 – Feb 28	February 1	December 3	January 2	January 3	January 9
Mar 1 – June 30	April 1	January 31	March 2	March 5	March 14

Please note:

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

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SCHOOL
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"Improving K-12 Educational Choice Options"

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