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Welcome

From the Office of Independent Education, welcome to the November Scholarship Programs Newsletter. Please carefully read the information in this newsletter, as a majority of this month's newsletter pertains to compliance for next school year. If you have any questions about your school's compliance and you cannot find answers on the website, please contact your [regional manager](#).

An important note to new participating schools: you are still required to submit documents for 2014-15 compliance by the deadline, even though we may have recently received your information for the 2013-14 school year.

An important note to all Scholarship participating schools: it is NEVER too early to start thinking about compliance; when it comes to compliance, the sooner the better.

Scholarship Compliance Renewal



Private schools participating in the McKay or Florida Tax Credit Scholarship programs must renew their participation annually by submitting verification of their compliance with program requirements. The Department recently distributed instruction letters for private schools to renew participation in the scholarship programs for the 2014-15 school year. Private schools selected for **full renewal**, which is required every three

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On the Web

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years, and for **standard renewal** required annually, receive the renewal instruction letters so that they can immediately prepare the required documentation for submission. Additional information on the Application and Renewal process is available on the School Choice website when logged in as a private school.

The **2014-15 Scholarship Compliance Form** was posted on the School Choice website on **November 1**. The Scholarship Compliance Form must be submitted online and also printed, signed, notarized and postmarked no later than **March 1, 2014**. Any outstanding issues must be resolved on or before May 1st in order for the school to remain eligible to participate in the McKay or Florida Tax Credit Scholarship Programs for the next school year.

Please see the checklist below to determine if your school is ready for the Compliance process.

A "No" to any of these questions means your school may need to take steps now to correct the issue in order to be ready for compliance.

Contact your Regional Manager if you have any questions.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	1. Has your school submitted an Annual Private School Survey to the Department of Education?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	2. Has your chief administrative officer filed a complete set of VECHS Live Scan fingerprints with the Department of Law Enforcement which is available for public inspection?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	3. Do you have current VECHS Live Scan fingerprint results on file for all employees and contracted personnel?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	4. Do the children attending your school maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	5. Does your school require students to present certification of a school entry health examination?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	6. Does your school require students to present certification of immunization and scoliosis testing as appropriate?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	7. Does your school possess a current semi-annual Public/Private School Health Inspection Report?
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	8. Does your school possess a current and acceptable Mandatory Measurements Nonresidential Radon Measurement Report if applicable (DH 1777 and lab results)?

Yes

No

9. Does your school facility possess a current, free or satisfactory fire code inspection?

Violation

Minimum Attendance & Return of Funds

Private schools must verify the continued attendance of and regular and direct contact with each McKay scholarship student in order to receive scholarship payment. The attendance verification process is required for the November, February, and April payments.



An Attendance Verification link will appear on the private school's Welcome page, usually the day after the enrollment deadline for the next payment period, and the private school administrator will have approximately one week to complete the process on-line. If the Attendance Verification process is not completed on time, payments will be delayed. A confirmation page for Attendance Verification appears at the completion of the process. Private schools are advised to **print and retain a copy of the confirmation page.**

Students newly enrolled or transferred to the private school after the enrollment deadline will not appear on the Attendance Verification page. In order to potentially receive payment for these students, the private school administrator must submit a [Scholarship Issue Form](#) and an attendance record for each student showing attendance of at least 10 days.

Return of Funds

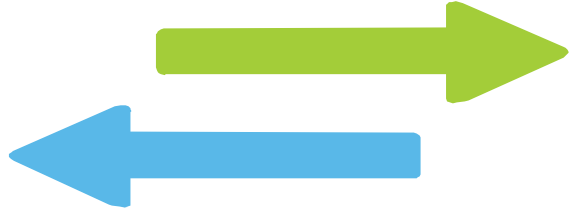
When a scholarship student attends multiple private schools or a private school and the public school in the same payment period, the right to retain the scholarship payment is given to the first private school the student attends for ten (10) or more school days during that payment period, as long as all other requirements are met.

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. (State Board Rule 6A-6.0970)

Transferring McKay Students

The transferring procedure involves scholarship students moving from one participating private school to another.



(Students new to the scholarship are instead Registered.) If the transfer occurs during the school year (August 3 - May 31), then before the student can be transferred, the private school at which the student is enrolled must withdraw the student online.

Once the student is transferred, the private school administrator **must also enroll** the student by the payment deadline in order to potentially be eligible to receive payment for the student. For assistance in locating a student record, contact your Regional Manager.

FTC Norm-Reference Testing

Private schools participating in the Florida Tax Credit (FTC) Scholarship Program are reminded 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. The approved assessments and specific instructions are available on the School Choice website at:

[www.floridaschoolchoice.org/Information/
CTC/norm_referenced_assessment.asp](http://www.floridaschoolchoice.org/Information/CTC/norm_referenced_assessment.asp)

Participating private schools must make arrangements to administer one of the approved listed tests during the 2013-14 school year, unless the private school has requested and received approval to use an alternate assessment. If you have any questions related to this

requirement, please review the information on the page lined above, or contact your Regional Manager.

NEW! Website Updates

In an effort to assist private schools with the processes involved in becoming compliant, the School Choice office has added new documentation and tutorial videos at www.floridaschoolchoice.org. After logging in, look under the Compliance Forms & Resources section of the left hand menu. You will find the new resources under the Compliance Resources link.

Additionally, for those participating in the McKay scholarship program, we have provided documentation and tutorial videos under the McKay Forms & Resources section in the left hand menu. The link is titled "McKay Student Technical Assistance," and leads to helpful information on topics concerning the McKay Scholarship program.

Mark Your Calendar



December 3—Date by which a new student must file intent in order to be eligible for the February 1st payment.

January 2—Date by which new students with a valid intent must be enrolled to receive the February 1st payment.

January 3-10—Attendance Verification week for the third payment period.

January 31—Last day to file an intent to participate for the 2013-14 school year.

February 1—First day for new students to file an intent for the 2014-15 school year.

March 2—Date by which a new student must be enrolled to receive the fourth quarterly payment.

March 3-10—Attendance Verification week for the final payment period.

Questions? Please contact your Regional Manager.

