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Compliance Issues—May 1

Renewing private schools that met the Scholarship Compliance Form submission deadline of March 1 must resolve any outstanding compliance issues by **May 1, 2013**, in order to remain eligible to participate in the state scholarship programs for the 2012-13 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 FTC Scholarship Programs for the upcoming school year. Please contact your regional manager promptly if you have any questions.

Fee Schedules and Student Enrollment

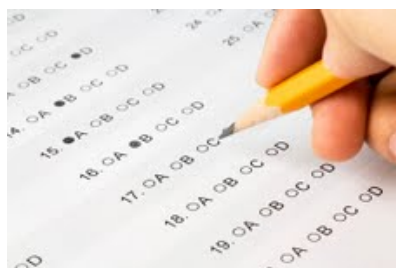
The McKay program requires the submission of two kinds of fee schedules.

- The school fee schedule must be submitted by each new school when they join the scholarship program, listing all the services for which the school may charge. Fee item amounts may be updated online annually from May 1—August 2. Other changes may be made by sending a request in writing to the appropriate Regional Manager.
- A student fee schedule must be submitted for each scholarship student upon new enrollment or re-enrollment. For the 2013-2014 school year, the fee schedule submission and student enrollment process will begin in May. Enrollment of a McKay scholarship student is a two-step process.

1. The student must first be REGISTERED. To accomplish this, locate the student's information in the Department's database and add the student to your private school's McKay student list. These students will appear under the Registered Students heading.

2. 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 payment is August 2, 2013. Notices will be posted on the Private School Administrator home page when the fee schedule submission and student enrollment functions are available for the 2013-14 school year.

Don't Forget!—FTC Norm-referenced 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](#).

Participating private schools must make arrangements to administer one of the approved listed tests during the 2012-13 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 Technical Assistance Paper posted on the School Choice website, or contact your Regional Manager.

Autism Awareness Month—April, 2013



Information from the IDEA Partnership:

We know that progress in practice demands knowledge, skill and a willingness to act on what we learn. When we think about serving individuals on the autism spectrum, we know that we have many gaps.

Hoping to lessen some of the gaps, the organizations in the IDEA Partnership are sharing the tools for your use during Autism Awareness Month. These tools were developed with participation by a variety of stakeholders and vetted by the Office of Special Education Programs (OSEP).

Here are [ready-to-use materials](#) the IDEA Partnership has put together for this month.

Parent Reminders

Check Contact Information

As participating private schools accept new students and reenroll current McKay students, we ask you to ensure valid parent contact information in the student's McKay Scholarship record. Please also ensure that the SSN for the parent/guardian is correct. Failure to verify the SSN may result in the delay/cancellation of payments. Parent contact information may be updated 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 email 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 Issue 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, thereby risking the scholarship. 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.

Take Note—2013 Legislative Session

The 2013 Florida Legislature is in session from March 5—May 3, 2013. There are several bills proposed in both the House and the Senate that, if passed by both chambers and approved by the Governor, could affect Florida private schools in general and also those participating in the state scholarship programs. The Department has prepared a [Scholarship Program and Private School Bill Summary](#) which describes each of these bills. For more information about the legislative session or to contact your legislators, please visit [OnlineSunshine](#), the official site of the Florida Legislature.

Payment Issues

June 1 Payment Request Deadline

Missed scholarship payments may be requested by the private school. However, those requests must be made by June 1 of the current school year, according 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.

Please ensure that any payment requests are made by the June 1 deadline.

Expiration of Warrants

Any warrant that is not cashed within six months of payment will be cancelled. A reminder notice is issued to schools with warrants that 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: Payment Specialist
325 W. Gaines Street, Suite 1044
Tallahassee, FL 32399-0400*

Mark Your Calendar

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

July 3—Intent filing deadline for the September 1 payment.

August 2— Enrollment deadline for the September 1 payment.

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

October 2—Enrollment deadline for the November 1 payment.
