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Private School Employee Fingerprinting

As another compliance period approaches, it is important all participating scholarship schools understand the employee fingerprinting requirements. Every employee or contracted personnel with direct student contact must electronically submit a set of finger prints through the Florida Department of Law Enforcement (FDLE) for a state and national background screening. The screening results must be securely stored at the school's location and be available for inspection by the Department of Education should your school be selected for a site visit.

Please note that Department of Children and Families (DCF) background checks do not meet the statutory screening requirements for participation in the state scholarship programs. Only teachers with a valid Florida teaching certificate are exempt.

After the initial screenings, schools will receive an annual invoice from FDLE for retaining employee prints on file. Every 5 years, schools must request FDLE re-submit employee prints to the FBI for national re-screening.

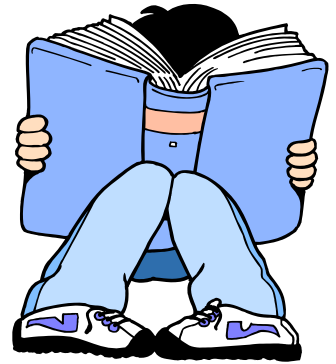
If you have any questions about these requirements, please review the Employee Compliance Resources section of the School Choice website.

McKay Student List and Withdrawal Procedures

On the Web

at: www.floridaschoolchoice.org

Now that a new school year is under way, please take a moment to ensure your McKay Student List is accurate. Look for any students that are still listed as **registered**. Registered students are not eligible to receive a payment. The student must be **enrolled** by entering an individual student fee schedule and first date of attendance. If a McKay student is no longer enrolled or attending your school, the student should be immediately **withdrawn** from your McKay Student List on the School Choice website. Failure to withdraw a student may result in difficulties transferring his or her scholarship to a new school. To withdraw a student, select the **Withdraw tab** on the student's general information page. Then enter the student's withdrawal date (last date of attendance), the name of the person completing the withdrawal, and a brief explanation of the reason for withdrawal.



*The withdrawal date must be **on** or **after** the student's first date of attendance. Therefore, if a student was enrolled but never attended, the student's first date of attendance should be entered as the withdrawal date. The first date of attendance is provided on the withdrawal tab as a reference.*

Private schools are responsible for the return of all scholarship funds that were received in error, including students who were not in attendance; therefore, timely submission of withdrawal information will save your school the inconvenience of returning incorrectly issued scholarship payments.

Please note that even if the parent of a McKay student has unpaid fees or incomplete documentation, the private school may not refuse to withdraw the student for these unresolved obligations.

McKay Parent Affidavit

Don't forget!

According to the **McKay Scholarship Program Rule (6A-6.0970)**, *prior to receiving a scholarship payment, all parents of participating students must have on file with the Department Form IEPC-AFF1, Affidavit, signed and notarized affirming the validity of the parent's signature.* The affidavits can be mailed or faxed to the School Choice office.

When a student begins participating in the McKay Scholarship Program or transfers to another private school while receiving the scholarship, the parent

should complete the affidavit. If the guardian of a participating student changes, the new guardian should also file a [McKay Scholarship Parent Affidavit Form](#).

FTC 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

Participating private schools must make arrangements to administer one of the approved listed tests during the 2014-15 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 linked above, or contact our office.

Site Visits

As required by Florida Statute, each year three schools serving McKay Scholarship students and at least seven schools serving Florida Tax Credit students are selected for site visits. The three McKay schools are randomly selected, and the FTC schools are determined by the department.

If your school is selected for a site visit, you will receive a notification letter and checklist approximately two weeks prior to the visit. The Site Visit Checklist includes specific items that will be reviewed on the day of the visit. In order to ensure a successful site visit, make sure all documentation has been organized and made readily available for the reviewers upon their arrival.

The items that are reviewed fall under the following categories: Student Cumulative Folder (Attendance and Academic Progress Reports), School

Administration (employment history & background screenings), School Staffing (Teacher Qualifications), and School Facility (Health, Radon, and Fire inspections).

Mark Your Calendar



October 2—Enrollment deadline for the November 1st payment

October 3-10 – McKay Attendance Verification week for the 2nd payment period.

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 3-9—Attendance Verification week for the third payment period.

January 31—Last day to file an intent to participate for the 2014-15 school year.

February 1—First day for new students to file an intent for the 2015-16 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.
