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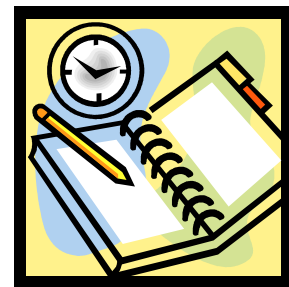


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School Fee Schedule Reminder

Please remember that a school fee schedule must be submitted prior to enrolling any McKay scholarship students. Fee schedules for the 2013-14 school year may be copied over for the 2014-15 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 school fee item amounts until August 2, 2014. However, any new fee items must be submitted to your Regional Manager to be added to your school's fee schedule.

McKay Re-enrollment for 2014-15

schoolchoice@fldoe.org

On the Web

at: www.floridaschoolchoice.org



Starting May 2, participating private schools may register and enroll new McKay students and re-enroll current McKay students for the 2014-15 school year. Your school must be compliant for the upcoming school year in order to enroll scholarship students.

Please also note:

- 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 a student fee schedule and entering a first date of attendance. Enrollment must be completed by August 2, 2014, in order for a student to receive a first quarter scholarship payment on September 1st.

A guide to the registration and enrollment process follows below. If you have any questions, please contact your Regional Manager.

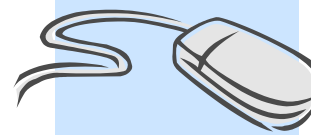
Guide to: McKay Registration and Enrollment

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 website](http://www.floridaschoolchoice.org)

(www.floridaschoolchoice.org).

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 2014-15 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.

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 2013-14 school year. You may choose to **Re-Enroll** a student on this list for the 2014-15 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 a student fee schedule and a first date of attendance.
- **Enrolled**—Any student on this list has a student fee schedule and a first date of attendance entered for the 2014-15 school year. Only enrolled students with an eligible matrix code or 504 Plan 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 2014-15 school year and later withdrawn. A student cannot be withdrawn prior to the first date of attendance, and withdrawn students cannot be re-enrolled by the same private school.

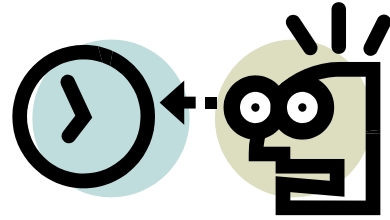
Handling Transfers

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. Over the summer months (June 1-August 2), however, any scholarship student enrolled during the 2013-14 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.

Payment Discrepancies Deadline

Our office will be sending out one final follow-up payment this coming June to take care of any lingering payment issues you may have. If there is a student for whom you are still missing payment, you must submit a **Scholarship**



Issue Form along with all necessary documentation to our office no later than **June 1st, 2014**. If you are unsure why a student hasn't received a payment, please contact your regional manager.

Mark Your Calendar



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

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

August 2—Enrollment deadline for the McKay September 1 payment.

August 15—Date by which FTC standardized testing results must be submitted.

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

October 2—Enrollment deadline for the November 1 payment

Questions? Please contact your Regional Manager.
