



## Private School Employee Fingerprinting

Private schools that participate in any state scholarship program confirm annually that every employee or contracted personnel with direct student contact has electronically submitted a set of fingerprints 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

Now that a new school year is well under way, please take a moment to ensure your McKay Student List is accurate. If a McKay student is no longer enrolled or attending your school, the student should be immediately **withdrawn** from your McKay Student List on the School Choice website. 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*

## Upcoming Deadlines

### **December 3**

Date by which a new student must file intent in order to be eligible for the February 1<sup>st</sup> payment.

### **January 2**

Date by which new students with a valid intent must be enrolled to receive the February 1<sup>st</sup> payment.

### **January 4-8**

Attendance Verification week for the third payment period.

### **February 1**

Last day to file an intent to participate for the 2015-16 school year.

### **February 1**

First day for new students to file an intent for the 2016-17 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.

## More Information

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[McKay Calendar](#)

[McKay Deadlines](#)

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[McKay Student Technical Assistance](#)

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*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.***

## FTC and PLSA Norm-Referenced Testing

Private schools participating in the Florida Tax Credit (FTC) Scholarship Program must make provisions for FTC students in grades 3-10 to take one of the nationally norm-referenced tests identified by the Department of Education. PLSA students for whom the tests are appropriate are included in this requirement. Approved assessments and specific instructions are available on our website at: <http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.html>.

## 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. 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).

## McKay and FLVS

McKay scholarship students may take up to two courses from FLVS without jeopardizing scholarship eligibility. However, scholarship payments will be reduced for students enrolled in or successfully completing FLVS courses. Please contact your regional manager if

## Other Resources



The mission of the Florida Center for Research in Science, Technology, Engineering and Mathematics (FCR-STEM) is to help improve teaching and learning in K-12 science, technology, engineering and math and prepare students for higher education and STEM careers in the 21st century.

This year's FCR-STEM Conference will be held in Orlando and provides an opportunity for hundreds of Florida's K-12 math and science educators to engage world-class researchers and experts who share the latest developments in STEM education. <http://conference.fcrstem.org/>

## New Regional Manager: Erich Martin

Filling the shoes of the previous regional manager, Patrick Montooth, Erich Martin will now be helping the schools in the Broward, Glades, Hardee, Hendry, and Palm Beach districts. He has spent most of his life in Tallahassee, the exception being four years in Germany and a short time in Boston. Erich graduated from Florida State University with a degree in English and a minor in Information Technology, and previously held the position of scholarship compliance assistant with the School Choice office.

you have questions about how FLVS courses affect students' McKay scholarship amounts.

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