Scholarship Bulletin | November 2017

Scholarship Compliance Renewal

Private schools participating in the state 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 2018-19 school year. Private schools selected for **full renewal,** which is required every three 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 **2018-19 Scholarship Compliance Form** is available on the School Choice website. The Scholarship Compliance Form must be submitted online and also printed, signed, notarized and postmarked no later than **March 1, 2018**. Any outstanding issues must be resolved on or before May 1st in order for the school to remain eligible to participate in the state 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	❑	No	❑	1. Has your school submitted an Annual Private School Survey to the Department of Education?
Yes	❑	No	❑	2. Has your chief administrative officer filed a complete set of VECHS Live Scan fingerprints with the Department of Law

Upcoming McKay Deadlines

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 4-10
Attendance Verification week for the third payment period.

January 31
Last day to file an intent to participate for the 2017-18 school year.

February 1
First day for new students to file an intent for the 2018-19 school year.

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

March 5-12
Attendance Verification week for the final payment period.

More Information
Regional Managers
McKay Calendar
McKay Deadlines
Application & Renewal Instructions
McKay Student Technical Assistance
Compliance Resources

				Enforcement which is available for public inspection?
Yes	❑	**No**	❑	3. Do you have current VECHS Live Scan fingerprint results on file for all employees and contracted personnel?
Yes	❑	**No**	❑	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	❑	**No**	❑	5. Does your school require students to present certification of a school entry health examination?
Yes	❑	**No**	❑	6. Does your school require students to present certification of immunization and scoliosis testing as appropriate?
Yes	❑	**No**	❑	7. Does your school possess a current semi-annual Public/Private School Health Inspection Report?
Yes	❑	**No**	❑	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, violation free or satisfactory fire code inspection?

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:

http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.stml.

Participating private schools must make arrangements to administer one of the approved listed tests during the 2017-18 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 your Regional Manager.

School Choice New Regional Managers

McKay Parent Affidavit
Update Notification Form

Compliance Resources

To assist private schools with the processes involved in becoming and remaining compliant with scholarship requirements, documentation and tutorial videos are available at www.floridaschoolchoice.org. After logging in, look under the Compliance Forms & Resources section of the left hand menu.

Additionally, for those participating in the McKay scholarship program, check out 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.

Compliance Notes:

Radon Inspection

Florida law requires private schools in most counties to test and report radon levels in their facilities at two points: the first test upon occupancy, and a second five years after the initial testing.

Schools may either hire an independent business to conduct testing, or purchase a kit from a local home improvement store and conduct the test as directed. Whichever option is chosen, the results must be recorded on form DH 1777 and submitted to the local Department of Health.

Include the test results along with the form in your compliance package to our office. Make sure that the address of your facility in Section 1 of the form matches the address you have reported to us, and that Section 5 is completed. Check with your local Department of Health or the DOH website for more information on radon testing requirements in your county.

From left to right: Daymi Alonso and Chad Wilson.

Please welcome our newest Regional Managers, Daymi Alonso and Chad Wilson. Daymi is taking over the Miami-Dade area and Chad is taking over Brevard, Hillsborough, Polk and Volusia counties.

Daymi previously worked as a call center representative with our office and Chad comes to us with 20 plus years of teaching experience and private school knowledge.

Return of McKay 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)