



## 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 ([www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)).

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 2017-18 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 2016-17 school year. You may choose to **Re-Enroll** a student on this list for the 2017-18 school year, or **Withdraw** a student who is not returning. Re-enrollment includes confirming the student's grade level and parent contact

## McKay Upcoming Deadlines

### **July 3**

Intent filing deadline for the September 1 McKay payment.

### **August 2**

Enrollment deadline for the September 1 McKay 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 McKay payment.

### **September 15**

Date by which requests for use of alternate NRT must be submitted.

### **October 2**

Enrollment deadline for the November 1 McKay payment.

## More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[McKay Parent Affidavit](#)

[Update Notification Form](#)

## Legislative Updates

information and entering a student fee schedule and a first date of attendance.

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.

- **Enrolled**—Any student on this list has a student fee schedule and a first date of attendance entered for the 2017-18 school year. Only enrolled students with an eligible matrix code or 504 Plan may receive a scholarship payment. Remember also that a Parent Affidavit must be filed with our office for each McKay student.
- **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 2017-18 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 2016-17 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.

### **McKay 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 2016-17 school year may be copied over for the 2017-18 school year and fee amounts may be updated when logged in as a private

The recent legislative session resulted in changes to the Gardiner Scholarship Program. In addition to the following exceptionalities currently covered by Gardiner:

Autism spectrum disorder, cerebral palsy, Down syndrome, an intellectual disability, Prader-Willi syndrome, Spina bifida, muscular dystrophy, Williams syndrome or a high-risk child as defined in s. 393.063, Florida Statutes

House Bill 15 expands this list to include the following:

Rare disease or condition defined by NORD, anaphylaxis, deaf, visually impaired, dual sensory impaired, traumatic brain injury and hospital homebound for more than six months.

For the 2017-18 school year, funds were appropriated to provide scholarships for approximately 10,000 new and returning students. If you have any questions or would like for your school to participate in the Gardiner program, contact your regional manager. Additional information is also available when logged into our website.

### **FTC Reporting**

If your private school participates in the Florida Tax Credit (FTC) Scholarship Program, don't forget to report standardized test scores for students in grades 3-10 by August 15, 2017. Send copies of score sheets with name, testing date, and national percentile ranking to:

**Melissa Dyehouse**  
**Learning Systems Institute**  
**Florida State University**  
**Suite 4600 University Center Bldg. C**  
**Tallahassee, FL 32306-2540**

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, 2017. However, any new fee items must be submitted to your Regional Manager to be added to your school's fee schedule.

## Reminder: McKay 12th graders

Please be aware that in order to retain a 12<sup>th</sup> grade McKay student at your school you must submit a Scholarship Issue Form along with a signed statement from the parent attesting to the fact that the student is re-enrolling in order to obtain a diploma or high school equivalency certification.

## Resources

### Star Early Literacy<sup>®</sup>

Beginning with the 2017-18 school year, the Florida Kindergarten Readiness Screener (FLKRS) assessment will be administered through The Star Early Literacy<sup>®</sup> assessment, which is an online, adaptive instrument that students complete independently in approximately 15-20 minutes. Private schools interested in implementing the assessment for their Kindergarten students can find more information at <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/flkrs>

Office of Independent Education and Parental Choice  
Turlington Building, Suite 1044 | 325 W. Gaines Street  
Tallahassee, FL 32399-0400  
Toll-Free Information Hotline: 1-800-447-1636  
Fax: 850-245-0875

