

Registering and Enrolling New McKay Scholarship Students

Background

A private school **must register and enroll** all new students **at least 30 days prior** to the first quarterly payment being issued by the Department of Education for the McKay Scholarship Program ([link to deadline chart](#)). Both of these processes are required to be completed in the designated timeframe in order for a private school to receive a scholarship payment. (s.1002.39(10)(d), F.S.; Rule 6A-6.0970(5)(c), Florida Administrative Code) The meaning of these terms is worthy of further examination as they are sometimes used differently by private schools. This technical assistance paper will examine the definitions of these terms as used in the McKay Scholarship Program and address some of the most common questions regarding registering and enrolling students.

Definitions

“**Registering**” a student means selecting an eligible student in order for his/her demographic information such as name, date of birth, address, and grade level to be entered. When a student is registered he/she will appear on the private school’s Student List as “Registered” only. Registering a student is the first database responsibility an eligible private school has once the parent has filed the Parental Intent to Participate and the district has issued a matrix.

The next responsibility of a private school is to **enroll** the “registered” student(s). “**Enrolling**” a student means entering a student’s fee schedule **and** recording his/her first date of attendance. When these two (2) details have been entered into the database, the student will appear on the private school’s Student List as an “Enrolled Student”. The student is then eligible to receive his/her first scholarship payment.

Questions and Answers

1. How do I register a new student?

The steps for this process are as follows:

1. Go to the Web site: www.floridaschoolchoice.org.
2. Log in by clicking on “Private School Login” and entering your school’s four digit code and password.
3. When the “Welcome...” page appears, find the “**Student Lists**” bar on the left side of the screen and click on “**McKay Student List**” (indicated by the **arrow** below).

The screenshot shows the Florida School Choice website interface. On the left side, there is a vertical navigation menu with several categories: 'School Choice Home', 'Student Lists', 'Administration', and 'Forms'. Under 'Student Lists', the 'McKay Student List' link is highlighted with a red arrow pointing to it. The main content area displays a 'Welcome to the School Choice Scholarships Program' message, followed by a section titled 'NEW LEGISLATION AFFECTING PRIVATE SCHOOLS PARTICIPATING IN SCHOLARSHIP PROGRAMS'. Below this, there is a 'STEP ONE: Annual Private School Survey' section with instructions for users.

4. When the next screen appears be sure to click on “**Register New Students**” at the left side of the screen. This action will bring up a screen which outlines the four steps involved in the registering process. Be sure to **carefully read** this screen **BEFORE** clicking on “**Begin Registration**” at the bottom of the page.
5. Follow the instructions and prompts on the next four (4) screens and **be very sure** to click on “**Finish**” at the bottom of the page where you enter the parent/guardian information. This will produce a confirmation page indicating the student has been **successfully registered**.

2. How do I enroll a new student?

The private school should take the following steps in order to enroll a student:

1. Go to the Web site: www.floridaschoolchoice.org.
2. Log in by clicking on “Private School Login” and entering your school’s four digit code and password.
3. When the “Welcome...” page appears be sure to click on “**McKay Student List**” in the “**Student Lists**” bar on the left side of the screen.
4. A screen will appear with a list of all “**registered students**” in your school. Select the student you wish to enroll and click on his/her name.
5. When the “General Information” page for the selected student appears, please click on “**Enroll**” which is found at the top right hand side of the page (identified by the **circle** below).

The screenshot shows the Florida School Choice website interface. On the left is a navigation menu with sections: School Choice Home (Printer Friendly, Private Schools Home, Log Out, Contact Us), Student Lists (McKay Student List, CTC Student List), Administration (Request to Participate in Scholarship Programs, View School Info, View School History, View School Fee Schedule, Update Contact Info, Change Password), and Forms (Scholarship Issue Form (PDF), McKay District Verification Form (PDF)). The main content area is titled 'General Information' and 'Student Information'. The 'Enroll' button in the top navigation bar is circled in red. The 'Student Information' section includes fields for School Year (2009), Name, DOB, Race, Ethnicity, Gender, Grade (5th Grade), Last Public School, and Current Private School. The current status is listed as 'REGISTERED'.

6. You will then be instructed to complete the fee schedule for the student you wish to enroll. **REMEMBER** you will be selecting items from the General Fee Schedule you submitted to the Office of Independent Education and Parental Choice.
7. By clicking on “Review Fee Schedule” (located at the bottom of the “Fee Schedule” page) you will be able to view a complete outline of the fee schedule you entered. If a review indicates no corrections are necessary, **BE SURE TO ENTER THE FEE SCHEDULE INTO THE DATABASE BY CLICKING ON THE “SUBMIT FEE SCHEDULE” BUTTON AT THE BOTTOM OF THE SCREEN.**
8. A confirmation page will appear stating that the fee schedule for the student has been successfully entered. This page will also give you the option to “**Enroll this student**” (located at the bottom of the screen).

9. The final screen involved with enrolling a student will appear and instruct you to complete three (3) steps.....

Step 1 – Enter the first day of attendance for the student being enrolled.

Step 2 – Check the box (identified by the **arrow** on the next screen shot) verifying you wish to enroll the student.

Step 3 – Click on the “**Enroll Student**” button to finalize enrollment of the student.

The screenshot shows the 'Enroll Student' page on the Florida School Choice website. The page title is 'Enroll Student'. The main content area contains the following fields and instructions:

- Date of Attendance:** A form with three dropdown menus for Month, Day, and Year. A red circle highlights these dropdowns. The instruction says: "Please enter the anticipated first date of attendance for [redacted]:"
- Confirm Enrollment:** A checkbox with the text "I wish to enroll [redacted] as a participant in the McKay Scholarship Program attending Doeadmin for the 2009 - 2010 school year." A red arrow points to this checkbox.
- Finalize Enrollment:** A button labeled "Enroll Student" with a red circle around it. The instruction says: "Click the button below to finalize this student's enrollment."

The left sidebar contains navigation links such as 'School Choice Home', 'Student Lists', 'Administration', and 'Forms'. The top navigation bar includes 'General', 'Scholarship', 'Payment', 'Enroll', 'Fee Schedule', and 'Unregister'.

3. How often should a school check their McKay Student List?

We suggest that schools check their McKay Student List **at least** once a week to verify **all** online information for **each** individual scholarship student. This practice will eliminate the problem of getting to a pay period and realizing the student was **NEVER** enrolled online and therefore **WILL NOT** receive a payment. **REMEMBER: NO ONLINE ENROLLMENT – NO PAYMENT!!!**

4. I have registered and enrolled all of my students. Is there an easy way to tell if I will receive a payment for any or all of my students?

You may check the status of each student's payment by logging on to the Web site: www.floridaschoolchoice.org and clicking on "McKay Student List" in the "Student Lists" bar on the left side of the screen. This action will provide a list of McKay students and you may click on the student whose information you wish to review. When the selected student's "General Information" page appears click on "Payment" at the top right hand corner of the screen. You will then be provided with the "Student Payment Eligibility Checklist" which will give specific details of the student's eligibility to receive a scholarship payment. If there is a **red "X" by any criteria** on this page it must be addressed, completed and/or satisfied before a payment will be released. This screen also provides full definitions of the payment eligibility criteria used by the Office of Independent Education and Parental Choice.

5. I cannot locate a student that I am trying to register. What should I do?

When searching for the student instead of typing his/her full name type in **only the first two or three letters** of his/her first and last name. This should provide a list of students from which to choose. If the student is still not on the list contact your Regional Manager.

6. What information does a school need to have BEFORE registering a student?

The private school should have the public school district the student last attended, student's first and last name, parent's social security number, parent's first and last name, parent's address, parent's phone number and parent's email, if possible. Having the parent's email address in our database allows them to log in and view their student's information.

7. Where can I get assistance with completing these requirements?

For further assistance, please contact the Regional Manager for the county in which you are located. You may phone your Regional Manager directly by using the [Regional Manager Map/Contact List](#) or contact the Office of Independent Education and Parental Choice at:

Phone: (800) 447-1636
Email: schoolchoice@fldoe.org

Additional Resources and Information

[Section 1002.39\(10\), Florida Statutes](#)- John M. McKay Scholarship Funding and Payment

[Section 1002.421\(2\), Florida Statutes](#)- Accountability of private schools participating in state school choice scholarship programs

[Rule 6A-6.0970\(5\), Florida Administrative Code](#)- Timeframes, eligibility, and departmental procedures for McKay scholarship payments

For additional information on the McKay Scholarship Program, contact the Florida Department of Education, Office of Independent Education and Parental Choice:

<http://www.floridaschoolchoice.org>
Toll-Free Information Hotline: 1-800-447-1636

Contact Information:
Regional Manager for
your county at
1-800-447-1636



Office of Independent
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