



REPORTING REQUIREMENTS FOR SCHOOL CHOICE PROGRAMS

Office of Independent Education and Parental Choice
Florida Association of Management Information Systems

June 2020



FLORIDA DEPARTMENT OF
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Florida's Choice Scholarship Programs

- Florida Tax Credit Scholarship Program
- Opportunity Scholarship Program (Public)
- Reading Scholarship Accounts Program
- **Gardiner Scholarship Program**
- **Hope Scholarship Program**
- **John M. McKay Scholarship for Students with Disabilities Program**
- **Family Empowerment Scholarship**



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Gardiner Scholarship Program

Who is eligible?

- Eligible to enroll in K-12 public school or will be 3 or 4 years old before Sept. 1
- Has an IEP or received a diagnosis of a below disability by a licensed physician or psychologist.
- Autism spectrum disorder, cerebral palsy, Down syndrome, an intellectual disability, Phelan-McDermid syndrome, Prader-Willi syndrome, spina bifida, muscular dystrophy, Williams syndrome or a high-risk child, rare-disease, deaf, visually impaired, TBI, hospital homebound, dual sensory impaired.

Gardiner Scholarship Program

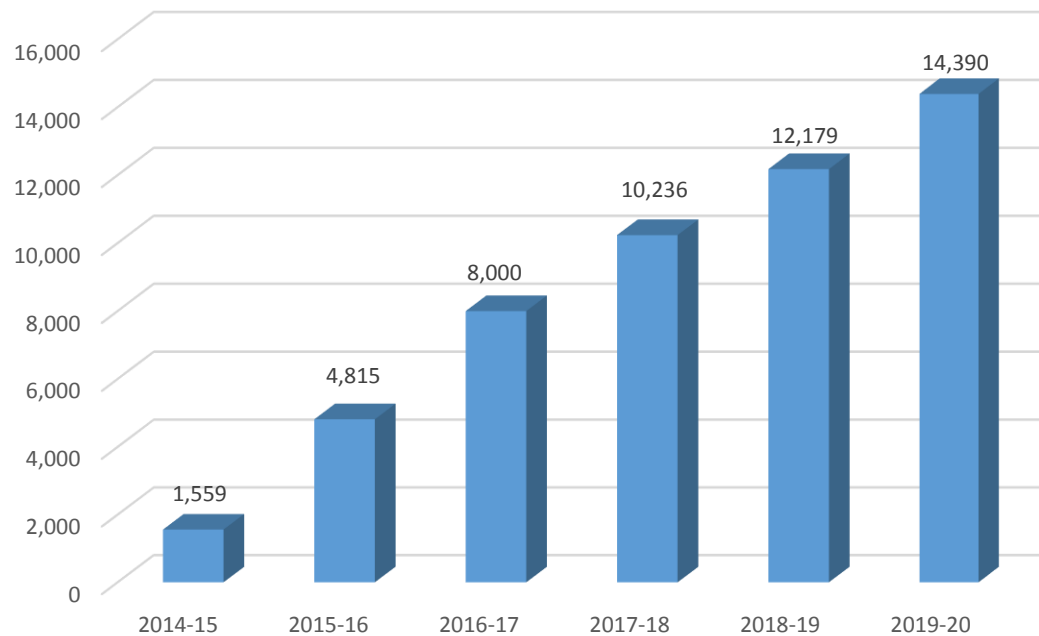
- Student cannot be enrolled in public school, but may receive services from the district through a services plan, or through contracted services.
- District does not need to report these students.
 - If a student is reported for funding through FEFP, scholarship may be forfeited.

Gardiner Scholarship Program

- District Personnel may be involved with the program at several points:
 - Prior to payment to the scholarship funding organization for certain Gardiner students, districts must verify that the students are not enrolled in a public school. The first Gardiner EPS list will be available on our website August 10, 2020. Our office will notify scholarship contacts via email if Gardiner students are awaiting verification in your district.
 - At the parent's request, the district must complete a matrix of services within 30 days for a student with a disability who does not have a matrix of services or to revise a matrix of services.
 - Districts must notify our office of a student's matrix level by logging in to our website and using the Gardiner Student List link.
 - The district must notify the parent, on request, of locations and times to participate in statewide standardized assessments.

Gardiner Scholarship Program

Gardiner Scholarship Student Participation





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Hope Scholarship Program

Who is eligible?

- Student enrolled in a K-12 public school who has been subjected to a qualifying incident.
- Allows student to transfer to another public school (with capacity) or an approved private school.
 - \$750 transportation scholarship available to students who select a public school outside of their home district.

Hope Scholarship Program

- Qualifying incident:
 - Battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offenses, threat or intimidation, or fighting at school.
 - Incident must take place at a public school, any school related or school sponsored program or activity.

Hope Scholarship Student Reporting

- Data Element Name: Educational Choice
- Data Element Number: 116207
- Code U - Transfer of a student to another public school other than the one to which the student is assigned accordance with the Hope Scholarship Program.
- Section 1002.40, F.S., requires an annual evaluation of the program to review the school bullying prevention education program, climate, and code of student conduct of each public school from which **10 or more students** transferred to another public school or private school using the Hope scholarship.

Hope Scholarship Program

- **Pending changes to the Hope Scholarship Rule and Hope Notification Form.**
- Additional guidance will be provided ASAP.
- To ensure appropriate district personnel receives guidance, please provide your Hope Scholarship contact to us.
- Kate.Goff@fldoe.org



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John M. McKay Scholarship Program

Who is eligible?

- Students who have a current IEP or 504 Plan
- Students between 5 and 22 years old by September 1
- Students who attended public school in Florida during the prior school year (reported in Surveys 2 and 3)



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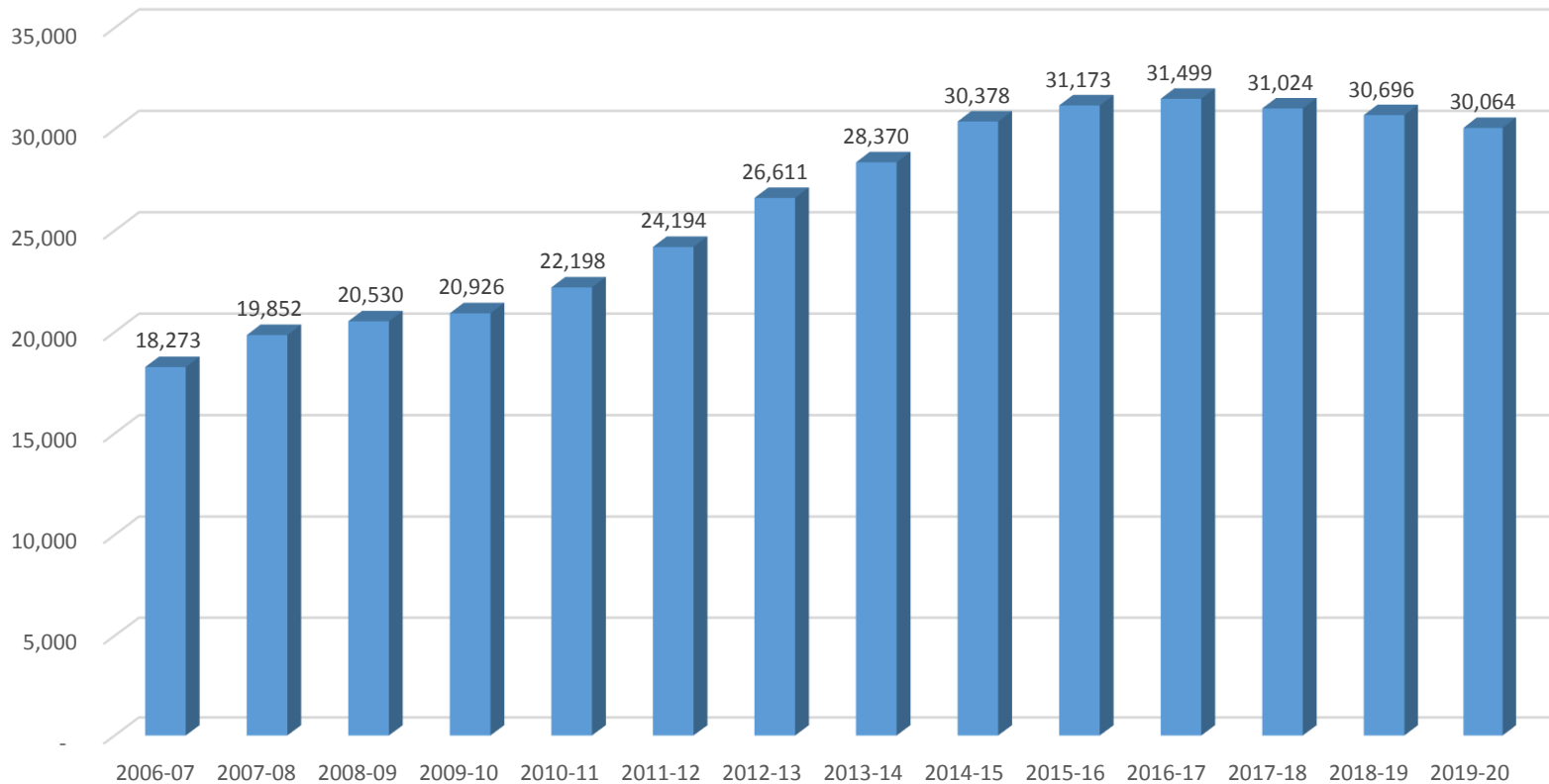
John M. McKay Scholarship Program

Prior year attendance waived:

- Pre-K students who received district services through an IEP and were reported for funding during Surveys 2 and 3 of the preceding school year
- Students in military families relocating to Florida
- Students in foster care
- Students who participated in Specialized Instructional Services (SIS) through VPK

John M. McKay Scholarship Program

McKay Scholarship Student Enrollments



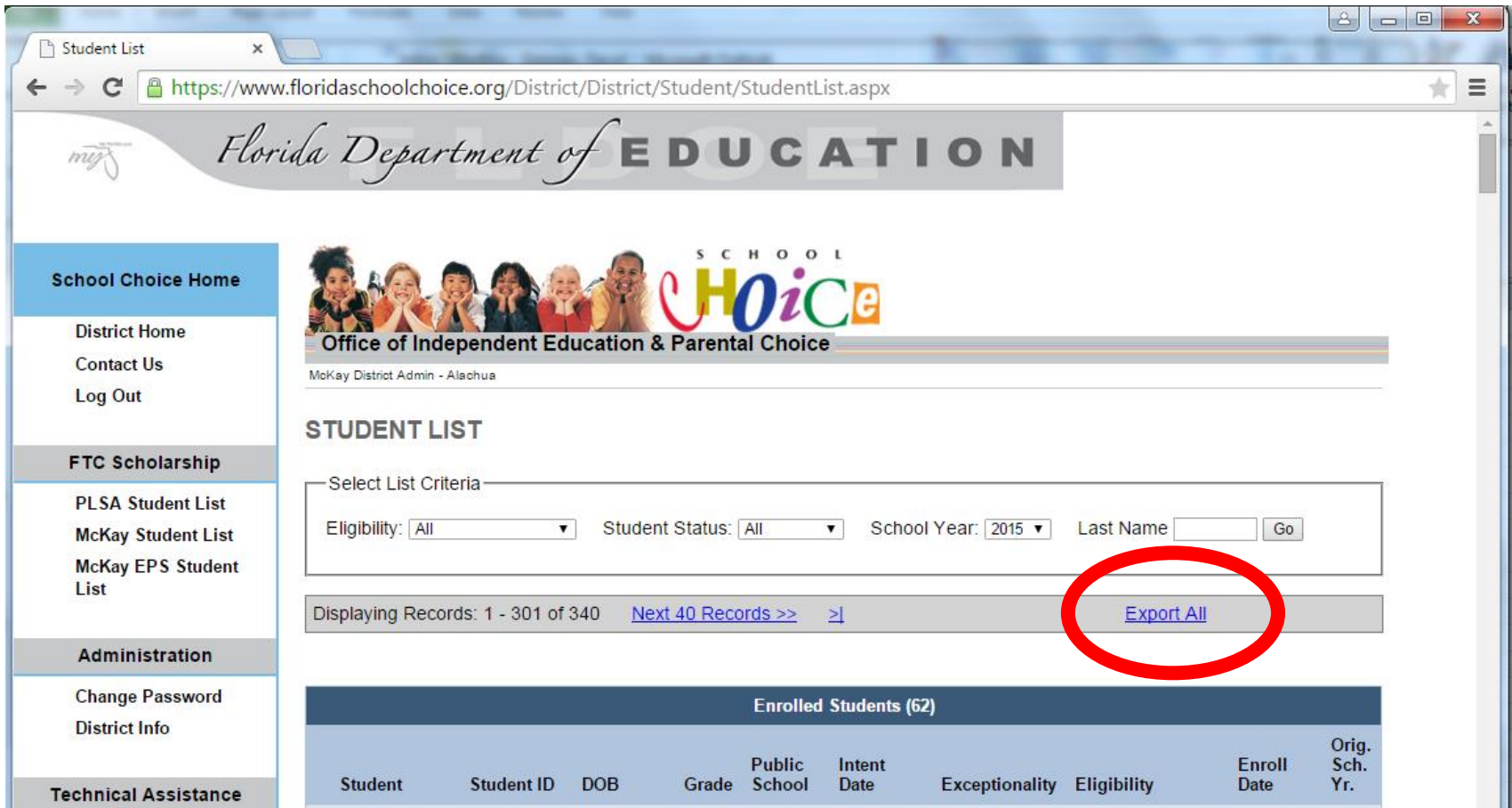
Downloadable District Excel File

Contains all McKay students for the current school year

Identifies:

- Number of payments each student has received
- Current private school the student is attending
- Eligibility status
- Year they entered program
- Parent / Guardian contact information
- Current status (enrolled, unregistered, transfer to, or withdrawn)

Downloadable District Excel File



The screenshot shows a web browser window with the URL <https://www.floridaschoolchoice.org/District/District/Student/StudentList.aspx>. The page header includes the Florida Department of Education logo and the text "Florida Department of EDUCATION". Below the header is a navigation menu with sections: "School Choice Home" (District Home, Contact Us, Log Out), "FTC Scholarship" (PLSA Student List, McKay Student List, McKay EPS Student List), "Administration" (Change Password, District Info), and "Technical Assistance".

The main content area is titled "STUDENT LIST" and features a "Select List Criteria" section with the following filters: Eligibility: All, Student Status: All, School Year: 2015, and Last Name: [input field] with a "Go" button. Below the filters, it displays "Displaying Records: 1 - 301 of 340" and navigation links for "Next 40 Records >>" and "<=". The "Export All" link is circled in red.

At the bottom, there is a table header for "Enrolled Students (62)" with the following columns: Student, Student ID, DOB, Grade, Public School, Intent Date, Exceptionality, Eligibility, Enroll Date, and Orig. Sch. Yr.

McKay Prepayment Verification File

Submit the McKay Prepayment Verification File format for reporting periods:

- Survey A responses reflect on September Payment File
- Survey B responses reflect on November Payment File
- Survey C responses reflect on February Payment File
- Survey D responses reflect on April Payment File

McKay Prepayment Verification File

Procedures for submitting the file

- Initial data set is provided to the districts:
DSPxx.GQ.F70561.Yyyys
- Districts review the file, add proper dates and return batch update file: DSPxx.GQ.F70571.Yyyys
 - Districts must enter ONLY an entry or withdrawal date
 - Entry date: If the student is currently enrolled in public school please enter the most recent date of enrollment into the district
 - Withdrawal date: If the student is not enrolled in public school please enter the date the student withdrew from the district

McKay Prepayment Verification File

ALL NINES

- For students who never enrolled in the school district all nines (99999999) should be entered in both the Entry (Re-entry) Date and The Withdrawal Date fields.

This situation occurs most often with students in military families.

- The McKay format contains the element “Military Family Student”, which will assist districts in identifying and correctly reporting these students.

Florida Education Identifiers (FLEIDs)

- A code issued by FLDOE used to uniquely identify a person in the education system.
- Matched current McKay students to assigned FLEIDs, per district request.
- Military students- follow your district's procedure to assign FLEID as part of the eligibility submission process.

McKay Payment Files

Dataset Names

- DPSxx.GQ.F70581.Yyyyyy2 for September payment file
- DPSxx.GQ.F70582.Yyyyyy2 for November payment file
- DPSxx.GQ.F70581.Yyyyyy3 for February payment file
- DPSxx.GQ.F70582.Yyyyyy3 for April payment file

Reporting McKay Students for Surveys 2 and 3

Formats Required:

- **Student Demographic Information**
 - District Number, Current Enrollment – Use reporting district number
 - District Number, Current Instruction/Service – Use reporting district number
 - School Number, Current Enrollment – Use school number 3518

Reporting McKay Students for Surveys 2 and 3

- **Student Course Schedule**
 - School Number, Current Enrollment – school number 3518
 - School Number, Current Instruction – Always use private school number
 - Course Number – 2222222
 - FEFP Program Number – Use 111-113 for base program with ESE services, and 254-255 for ESE. Use 101-103, 130 and 300 for students with a 504 plan

FTE Reporting Notes

- If a student is not in membership during survey week you still must report that student if they are in the payment file
- If a student shows up in one payment file but not the second payment file you still must report that student for FTE for a survey period
- If the student is in public school during survey week, report that student as you would any other public school student
- Districts should enter the appropriate FTE for each student appearing on the payment file. The district should not report FTE greater than the FTE on which the scholarship is based.

McKay FTE Report

To assist in efforts to verify data for
McKay Scholarship student FTE

- **F71138** lists McKay students who are on the McKay Payment files but who do not have a matching Student Course record and have no FTE reported
- **F71139** lists McKay students who have a Student Course record but who are not on the McKay Payment files

File Format Updates

- Both prepayment and payment files will no longer contain Student IDs, FLEIDS only.
- F71139 and F71138 will match on FLEIDS.

Reporting McKay FTE

FTE General Instructions – Appendix C

McKay Scholarship Program FAQ:

<http://fldoe.org/schools/school-choice/k-12-scholarship-programs/mckay/mckay-faqs.shtml>

Districts must REPORT!!!!

Whether or not you report these students for FTE, funds will be deducted from your FEFP if a student received a scholarship payment



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Family Empowerment Scholarship (FES) Program

Who is eligible:

- Student's household income level does not exceed 300% of the federal poverty level OR
- Student is currently placed in foster care or in out-of-home care AND
 - Student attended public school in Florida during the prior school year (reported in Surveys 2 and 3) OR
 - Student is a rising KG



FES Program

Prior year attendance waived:

- Students in military families relocating to Florida
- Students in foster care
- Sibling of an eligible student



FES Program

Priority:

- Students whose household income levels do not exceed 185% of the federal poverty level or who are in foster care or out-of-home care.

FES Program

- 18,000 first-come, first-served for 2019-20
- Number of students will increase by 1% of the state's total public school student enrollment-continue annually
 - 46,894 cap for 2020-21
- Cannot take virtual courses that are reported for state funding

2020-21 Implementation

- First quarter scholarship payment no later than September 1, 2020.

Payment Period	Payment Date
1	September 1, 2020
2	November 1, 2020
3	February 1, 2021
4	April, 2021

FES Downloadable District Excel File

Contains all FES students for the current school year

Identifies:

- Number of payments each student has received
- Current private school the student is attending
- Eligibility status
- Year they entered program
- Parent / Guardian contact information
- Current status (enrolled, unregistered, transfer to, or withdrawn)

FES Downloadable District Excel File

District Home

Contact Us

Log Out

Student Lists

FES EPS Student List

FES Student List

Gardiner Student List

McKay Student List

McKay EPS Student
List

Gardiner Scholarship (PLSA)

[Gardiner Payment Candidate List](#)

General McKay Information

[District Newsletters](#)

[Private School Scholarship Newsletters](#)

[McKay Quick Reference Guide](#) (PDF, 47KB)

[Parent and Private School Deadlines](#) (PDF, 150KB)

FES Downloadable District Excel File

District Home

Contact Us

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Student Lists

FES EPS Student List

FES Student List

FES STUDENT LIST

Survey 2 Payment file for new school year is unavailable at this time.

[FES Student List Export](#)



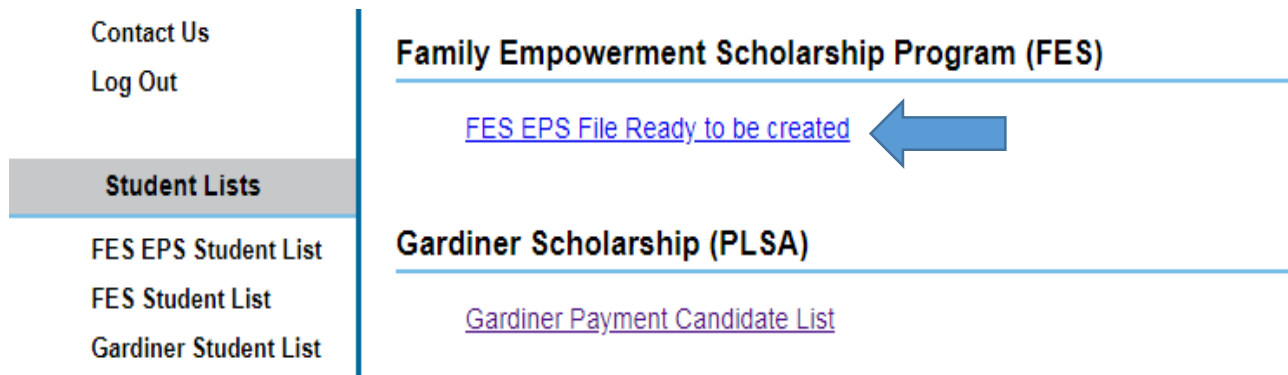
FES Prepayment Verification Files

Submit the FES Prepayment Verification File format for reporting periods:

- Survey H responses reflect on September Payment File
- Survey I responses reflect on November Payment File
- Survey J responses reflect on February Payment File
- Survey K responses reflect on April Payment File

FES Prepayment Verification Files

- Initial data set is provided to the districts through the school choice website.



Contact Us
Log Out

Student Lists

FES EPS Student List
FES Student List
Gardiner Student List

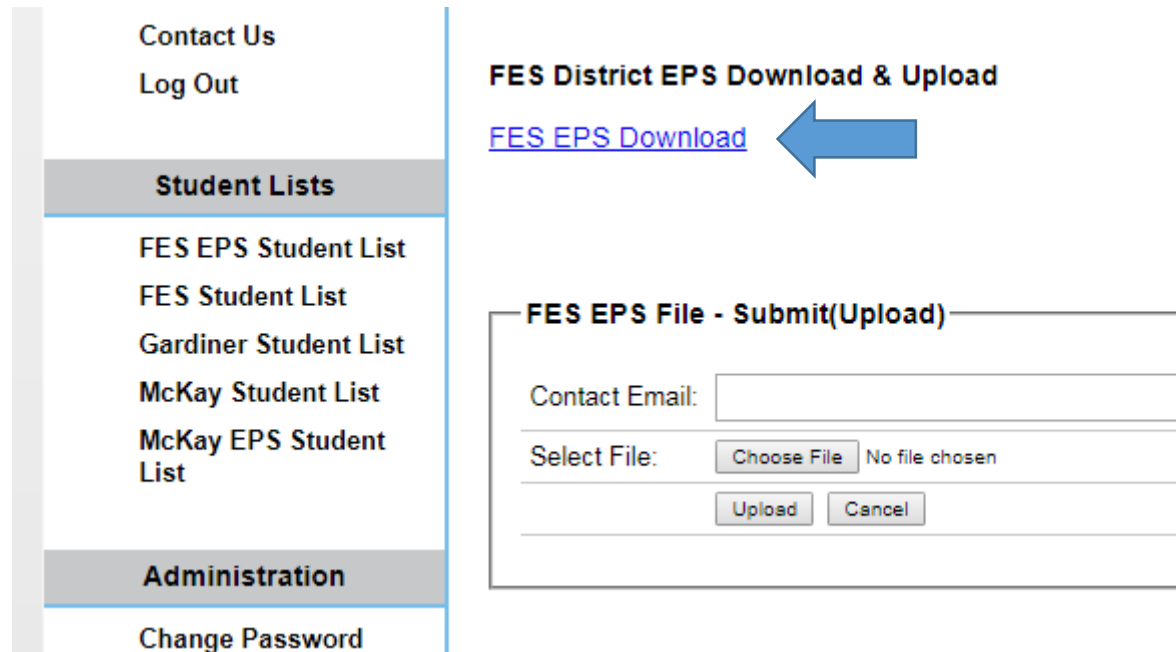
Family Empowerment Scholarship Program (FES)

[FES EPS File Ready to be created](#) ←

Gardiner Scholarship (PLSA)

[Gardiner Payment Candidate List](#)

FES Prepayment Verification File Download



The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: 'Contact Us', 'Log Out', 'Student Lists' (highlighted), 'FES EPS Student List', 'FES Student List', 'Gardiner Student List', 'McKay Student List', 'McKay EPS Student List', 'Administration' (highlighted), and 'Change Password'. The main content area is titled 'FES District EPS Download & Upload'. Below the title is a blue underlined link 'FES EPS Download' with a blue arrow pointing to it from the right. Below this is a form titled 'FES EPS File - Submit(Upload)'. The form contains a 'Contact Email:' label followed by an input field. Below that is a 'Select File:' label followed by a 'Choose File' button and the text 'No file chosen'. At the bottom of the form are 'Upload' and 'Cancel' buttons.

FES Prepayment Verification File Download

- District Home
- Contact Us
- Log Out
- Student Lists**
- FES EPS Student List
- FES Student List
- Gardiner Student List
- McKay Student List
- McKay EPS Student List
- Administration**

District EPS File generated successfully.

FES District EPS Download & Upload

[FES EPS Download](#)

FES EPS File - Submit(Upload)

Contact Email:

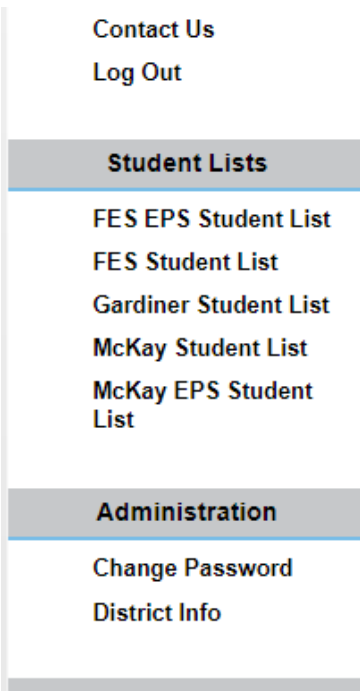
Select File: No file chosen

FES Prepayment Verification Files

- Once you have downloaded the Prepayment Verification File, you will enter entry or withdrawal dates for each students.
 - Districts must enter ONLY an entry or withdrawal date
 - Entry date: If the student is currently enrolled in public school please enter the most recent date of enrollment into the district
 - Withdrawal date: If the student is not enrolled in public school please enter the date the student withdrew from the district

FES Prepayment Verification File Upload

- Please keep the file name the same.
- Upon upload, districts will receive a notification here if the file successfully uploaded or contained errors.



Contact Us
Log Out

Student Lists

FES EPS Student List
FES Student List
Gardiner Student List
McKay Student List
McKay EPS Student List

Administration

Change Password
District Info

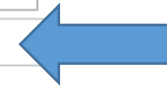
FES District EPS Download & Upload

[FES EPS Download](#)

FES EPS File - Submit(Upload)

Contact Email:

Select File: No file chosen




FES Enrolled in Public School (EPS) List

District Home

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Student Lists

 FES EPS Student List

FES Student List

Gardiner Student List

McKay Student List

McKay EPS Student
List

Gardiner Scholarship (PLSA)

[Gardiner Payment Candidate List](#)

General McKay Information

[District Newsletters](#)

[Private School Scholarship Newsletters](#)

[McKay Quick Reference Guide](#) (PDF, 47KB)

[Parent and Private School Deadlines](#) (PDF, 159KB)

FES Enrolled in Public School (EPS) List

- This will display the students you entered an entry date for on the most recent Prepayment Verification File.

District Home
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Student Lists

FES EPS Student List
FES Student List
Gardiner Student List
McKay Student List
McKay EPS Student List

Administration

Change Password
District Info

FES Students Marked as Enrolled in Public School

Below you will find a list of students marked as Enrolled in Public School for the current pay period. This list is based on your district's submission of the most recent pre-payment verification file.

If a student was incorrectly marked as Enrolled in Public School, click "Remove EPS Flag" next to his or her name. If you accidentally clear a student, click "Restore EPS Flag."

If you are trying to clear the EPS flag for a student not on this page, please complete a District Verification Form and submit to our office.

Students marked as Enrolled in Public School for this pay period

EPS Flag	RecID	Student Id	FLEID	Student First Name	Student Last Name	District ID	District Name	School Code	Pay Period	School Name	EPS Flag Removed?
Remove EPS Flag								0045	4	THE ROCK SCHOOL	No

FES Enrolled in Public School (EPS) List

- If you have found that a student was marked as EPS in error you may remove the EPS flag by selecting Remove EPS Flag. Once you have done so, the list will reflect the change but allow you to undo the EPS flag removal.

District Home
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Student Lists

FES EPS Student List
FES Student List
Gardiner Student List
McKay Student List
McKay EPS Student List

Administration

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District Info

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If you are trying to clear the EPS flag for a student not on this page, please complete a District Verification Form and submit to our office.

Students marked as Enrolled in Public School for this pay period

EPS Flag	RecID	Student Id	FLEID	Student First Name	Student Last Name	District ID	District Name	School Code	Pay Period	School Name	EPS Flag Removed?
Restore EPS Flag								0045	4	THE ROCK SCHOOL	Yes

FES Payment Files

District Home

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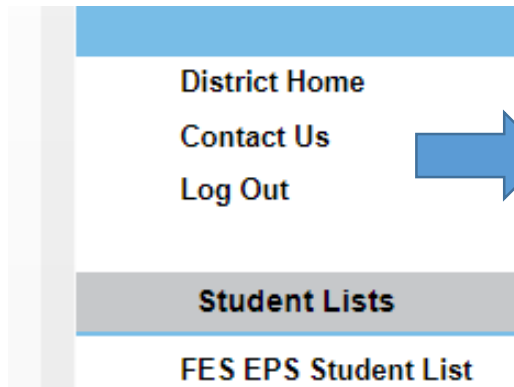
[Private School Scholarship Newsletters](#)

[McKay Quick Reference Guide](#) (PDF, 47KB)

[Parent and Private School Deadlines](#) (PDF, 159KB)

FES Payment Files

- When the payment file is available, a downloadable excel file will display about the FES district downloadable file.



FES STUDENT LIST

Survey 2 Payment file for new school year is unavailable at this time.
[FES Student List Export](#)

FES Payment Files

- One payment file per FTE Survey
- Survey 2 Payment File
 - will contain students paid in either pay period 1 and pay period 2.
 - will remain available to districts until pay period 3 payment is distributed.
- Survey 3 Payment File
 - will contain students paid in either pay period 3 and pay period 4.
 - will remain available to districts until Survey 3 reporting deadline.

File Format Updates

- Both prepayment and payment files will no longer contain Student IDs, FLEIDS only.

FES Reporting

Formats Required:

- **Student Demographic Information**
 - District Number, Current Enrollment – Use reporting district number
 - District Number, Current Instruction/Service – Use reporting district number
 - School Number, Current Enrollment – Use school number **3900**

FES Reporting

- **Student Course Schedule**
 - School Number, Current Enrollment – school number **3900**
 - School Number, Current Instruction – Always use private school number
 - Course Number – 222222
 - FEFP Program Number – 101-103

DISTRICTS MUST REPORT

FES Reporting

- If a student is not in membership during survey week you still must report that student if they are in the survey file
- If a student shows up in one survey file but not the second survey file you still must report that student for FTE for a survey period
- If the student is in public school during survey week, report that student as you would any other public school student

Contact Information

Office of Independent Education and Parental Choice

Kate Goff, Scholarship Program Manager

850-245-0502

Kate.Goff@fldoe.org

Claire Padgett, Program Specialist

850-245-0866

Claire.Padgett@fldoe.org



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Hope 1002.40

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1002/Sections/1002.40.html

Gardiner 1002.385

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1002/Sections/1002.385.html

McKay 1002.39

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1002/Sections/1002.39.html

FES 1002.394

<https://www.flsenate.gov/Session/Bill/2019/7070/BillText/er/PDF>

McKay TAP

<http://www.fldoe.org/core/fileparse.php/7574/urlt/0101171-mckay.pdf>

FTE Instructions

<http://www.fldoe.org/core/fileparse.php/7508/urlt/1819FTEGeneralInstruct.pdf>