



REPORTING REQUIREMENTS FOR SCHOOL CHOICE PROGRAMS

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

June 2021



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Florida's Choice Scholarship Programs

- Florida Tax Credit Scholarship Program
- Opportunity Scholarship Program (Public)
- Reading Scholarship Accounts Program
- **House Bill 7045**
- **Hope Scholarship Program**
- **John M. McKay Scholarship Program**
- **Family Empowerment Scholarship**



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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.



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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

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)

McKay Survey (Prepayment) 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 Survey (Prepayment) 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 Survey (Prepayment) 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.

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.

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

House Bill 7045

- Beginning in the 2022-23 school year, the McKay Scholarship Program will be transitioned into the Family Empowerment Scholarship Program.
- Additional guidance will be made available during the course of the 2021-22 school year.



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Gardiner Scholarship Program

- House Bill 7045 repeals the Gardiner Scholarship Program, **effective July 1, 2021.**
- These students are now eligible under the Family Empowerment Scholarship Program.



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Family Empowerment Scholarship (FES) Program

House Bill 7045 expands Family Empowerment Scholarship Program eligibility to include students who qualify based on household income levels (Educational Options) as well as students who qualify based on a diagnosis or IEP (Unique Abilities). Additionally, this expansion includes the removal of the prior year in public school requirement, expands authorized use of scholarship funds and provides for a transportation scholarship for students who enroll in a public school other than the one they are assigned to.

FES Program Eligibility

FES-Educational Options	FES- Unique Abilities
Is 5 by September 1	Is 3 or 4 by September 1 or eligible to enroll in K-12
Household income of 375% of the federal poverty level	Qualifying diagnosis from physician or psychologist or has an IEP
Sibling of eligible student	Siblings may be eligible for income based scholarship
Military Dependent	

FES Authorized Use of Funds

FES-Educational Options	FES- Unique Abilities
Tuition and fees at an eligible private school OR	Tuition and fees at an eligible private school or enrollment in a home education program
\$750 transportation scholarship to a public school	Instructional materials, digital devices, assistive technology and curriculum
	Specialized services and therapies

FES Downloadable District Excel File

Districts will continue to have access to the list of all FES students in their district

Identifies:

- Current private school the student is attending, if applicable
- Eligibility status

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, 159KB)

FES Downloadable District Excel File

District Home

Contact Us

Log Out

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](#)



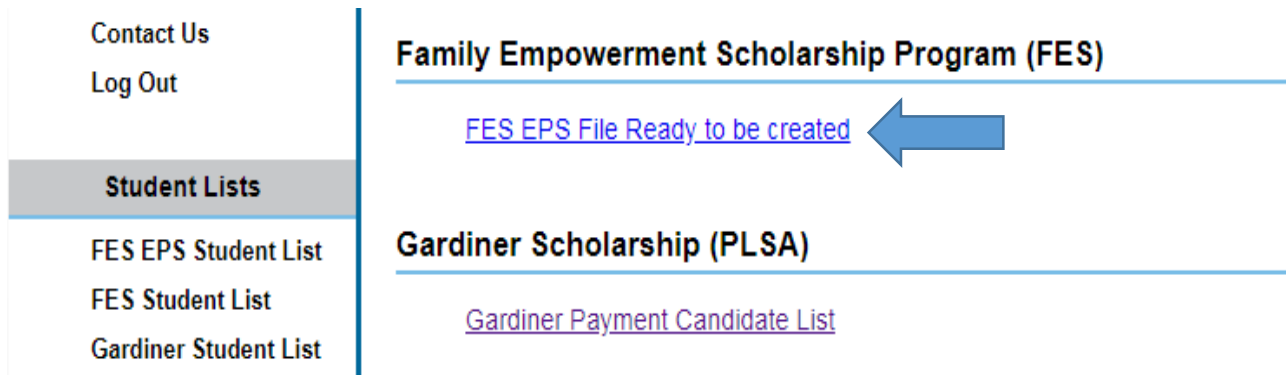
FES Survey (Prepayment) Files

DOE will continue to provide districts with FES survey (prepayment) files, requiring the returned file to contain public school enrollment or withdrawal dates.

- 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 Survey (Prepayment) 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

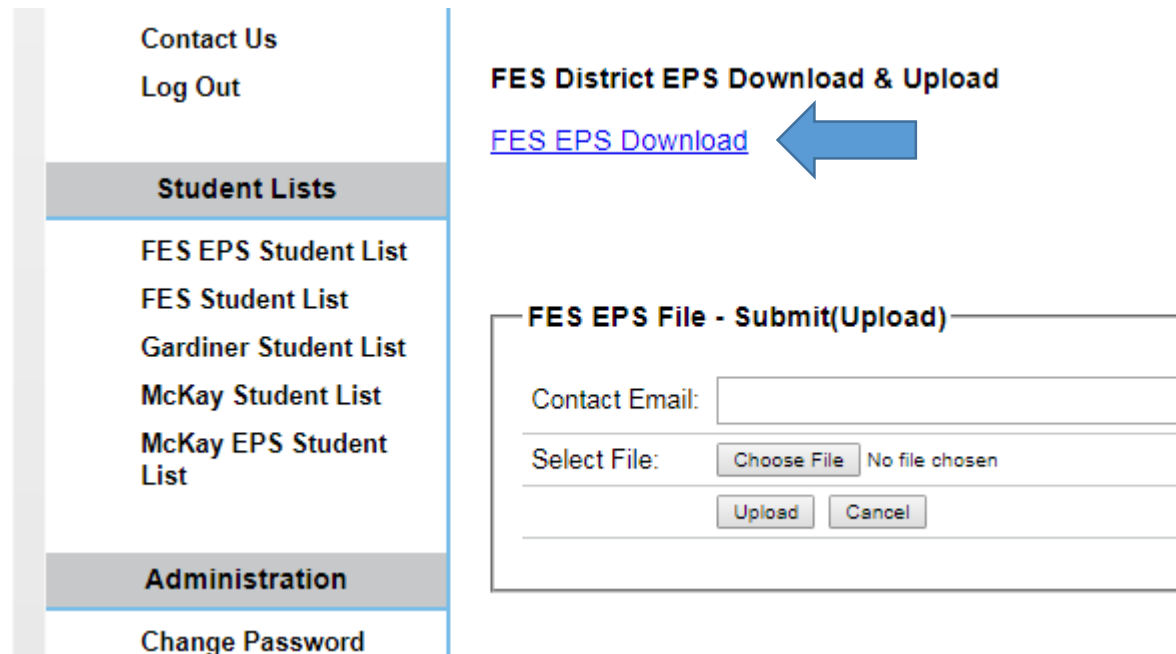
Family Empowerment Scholarship Program (FES)

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

Gardiner Scholarship (PLSA)

[Gardiner Payment Candidate List](#)

FES Survey (Prepayment) 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 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:' field, a 'Select File:' field with a 'Choose File' button and the text 'No file chosen', and two buttons at the bottom: 'Upload' and 'Cancel'.

FES Survey (Prepayment) 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**

Money District Home Finance

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 Survey (Prepayment) Files

- Once you have downloaded the Prepayment Verification File, you will enter entry or withdrawal dates for each student.
 - 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

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](#)

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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
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 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
Contact Us
Log Out

Student Lists

FES EPS Student List
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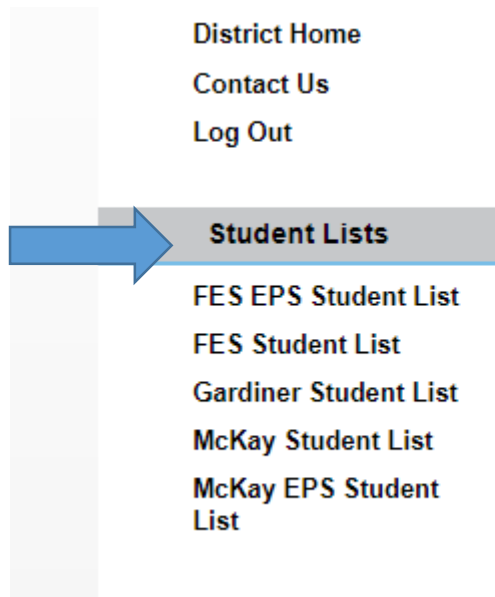
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Students marked as Enrolled in Public School for this pay period

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

DOE will continue to provide districts with FES Payment Files to be used for FTE Reporting.



Gardiner Scholarship (PLSA)

[Gardiner Payment Candidate List](#)

General McKay Information

[District Newsletters](#)

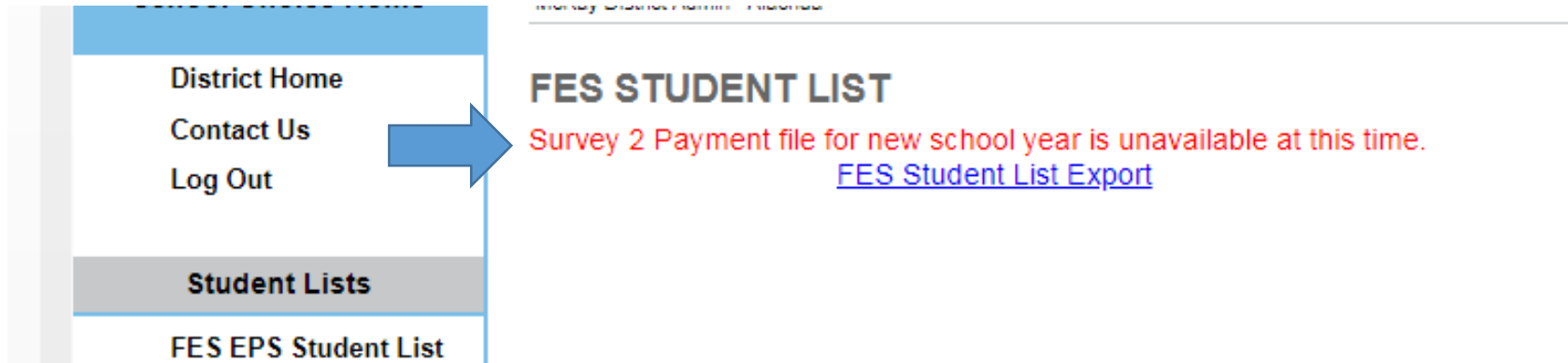
[Private School Scholarship Newsletters](#)

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

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FES Payment Files

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



The screenshot shows a navigation menu on the left with the following items: District Home, Contact Us, Log Out, Student Lists (highlighted), and FES EPS Student List. A blue arrow points from the 'Student Lists' menu item to the main content area. The main content area displays the heading 'FES STUDENT LIST' followed by a red message: 'Survey 2 Payment file for new school year is unavailable at this time.' Below the message is a blue underlined link: '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.

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 – Use private school number if the student is enrolled in a private school, **OR use **** if the student is in a registered home education program or 3 and 4 years old.**
 - Course Number – 2222222
 - FEFP Program Number – Use 111-113 for basic program with ESE services and 254-255 for ESE. Use 101-103 for basic program.

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

FTE Reporting Reminders

For both McKay and FES

- The student file will contain the school number of current instruction and the appropriate FEFP program number for each student. This should be reported in the student course schedule.
- Districts **MUST** report these students.
- Additional reporting guidance and formats is available in the FTE General Instructions, Appendix C and D, and in the Technical Assistance Documents provided to districts.

Additional District Responsibilities

Districts are to continue to inform all households within the district receiving free or reduced-priced meals under the National School Lunch Act of their eligibility to apply for FES by January 1 of each year.

As was required with Gardiner, schools districts must provide an evaluation or reevaluation to FES students who do not have an IEP or who seeks a reevaluation of an existing IEP.

Additional District Responsibilities

Like McKay, districts are required to notify students who qualify for the FES based on IEP or diagnosis of their educational options, including the option to attend another public school in the school district. The school district is responsible for transportation. Districts will be required to report these students using an educational choice transfer code.

- Data Element Name: Educational Choice
- Data Element Number: 116207
- Code * – Transfer of a student to another public school other than the one to which the student is assigned based on a disability/diagnosis in accordance with the Family Empowerment Scholarship program – s. 1002.394, F.S.

Contact Information

Office of Independent Education and Parental Choice

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