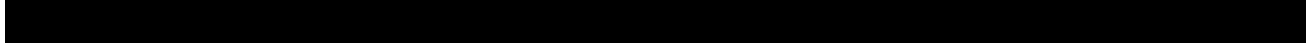| No. FY 2021-22 August 2021 PK-12 Education Information Services	FLORIDA DEPARTMENT OF EDUCATION fldoe.org	**Contact Information** Angela Huggins (850) 245-9078 Angela.Huggins@fldoe.org

MCKAY SCHOLARSHIP PROGRAM DATABASE REPORTING, 2021-22

These guidelines contain the following sections:

Purpose

The purpose of this document is to provide information on reporting John M. McKay Scholarship Students with Disabilities Program data to the Florida Department of Education (FDOE). This document covers two reporting requirements. The first is based on Section 1002.39(6)(e), Florida Statutes, and requires the FDOE to cross-check the list of participating scholarship students with the public school enrollment lists prior to each scholarship payment to avoid duplication of payment. The second is based on Section 1002.39(10)(c), Florida Statutes, and requires school districts to report all students who are attending a private school under this program for purposes of the Florida Education Finance Program. More information regarding John M. McKay Students with Disabilities can be accessed online at http://fldoe.org/schools/school-choice/k-12-scholarshipprograms/mckay/.

Prepayment Verification

The McKay Prepayment Verification format is used for the verification of eligibility of students who receive McKay Scholarships – prior to the payment of the scholarship each quarter. Eligibility depends upon the student having exited the school district to attend a private school. The FDOE is required to obtain public school entry and exit date information for each McKay Scholarship student each quarter. Districts have approximately one week to provide the required information each quarter.

Survey Periods

The Florida Department of Education issues payments for the McKay Scholarship Program four times per year on September 1, November 1, February 1, and April 1. To verify the enrollment and non-enrollment of these students the following student database surveys are used:

September 1 payment: Survey A - August
November 1 payment: Survey B - October
February 1 payment: Survey C - January
April 1 payment: Survey D - March

Specific survey dates are listed in the student database documentation.

The McKay Prepayment Verification format is located on the web at https://www.fldoe.org/accountability/data-sys/database-manuals-updates/2021-22-student-info-system/mckay-prepayment-verification.stml.

Districts are required to submit this record for reporting periods A, B, C and D for each student in dataset DPSxx.GQ.F70561.Yyyyys created by the FDOE prior to the designated survey period.

Procedures for Submitting

Download

Districts download dataset DPSxx.GQ.F70561.Yyyyys from Northwest Regional Data Center (NWRDC). ('xx' indicates the district number, 'yyyy' indicates the school year and 's' indicates the survey period.) The file reflects records already loaded to the DOE Automated Student Database McKay Prepayment Verification table.

Review and Update

Districts review the file, add the proper dates and return the batch update file DPSxx.GQ.F70571.Yyyyys to NWRDC along with the indicator file (DPSxx.GQ.F70571.Yyyyys.BATCH).

Districts will never send an initial file - only one or more batch update files.

There is no transaction code reported because no records may be added or deleted from the McKay Prepayment Verification database table.

Dates

The downloaded file includes all zeroes in the two date fields. Districts must **only** enter an Entry/Re-entry Date (if the student is currently enrolled in a public school) **or** Withdrawal Date (if the student is not currently enrolled in a public school) based on whether the student is currently enrolled in the school district or has exited the school district. School districts must insert either date (not both) and submit the file to NWRDC (filename DPSxx.GQ.F70571.Yyyyys). All date fields should be in the MMDDYYYY format. The dates must be valid dates greater than (after) May 1, 2000.

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.

Districts continue to send batch update files until all students have appropriate dates (or 99999999) on all records. The entire set of student records does not need to be sent each time an update file is sent. Only the records with changes need to be sent.

Edits and Reports

Each time a batch update file is processed, the following edits occur:
- Each record is matched to the McKay Prepayment Verification records on the Student Database (using District Number, Current Enrollment; Florida Education Identifier (FLEID); School Year; and Survey Period Code) and non-matching records are rejected.
- The two date fields are checked for valid dates and records with incorrect dates are rejected.
- Each record is checked to ensure that only one valid Entry (Re-entry) Date or Withdrawal Date is submitted, or that both dates are 99999999. If both date fields are filled with valid dates, the record is rejected.

An error file (DPSxx.GQ.F71061.Yyyyys) and an error report (DPSxx.GQ.F71077.Yyyyys) are automatically generated for the district to access the morning after submission of the batch file.

In addition, the following two files are automatically generated each time a batch update is run:
- DPSxx.GQ.F70571O.Yyyyys - records in the file format reflecting current information on the Student Database.
- DPSxx.GQ.F71069.Yyyyys – file of all students with zeroes in both date fields. These are student records that still need to be updated.

Race and Ethnicity Data

The department has included race and ethnicity information in the verification file to be downloaded. Districts may load this information into their local files for reporting in Survey Periods 2 and 3 for FTE purposes or districts may use more current or more accurate race and ethnicity information if it is available from other sources.

Certification Letter

Districts are required to certify the enrollment/non-enrollment information contained in the submitted verification file. This certification must be signed by the superintendent or designee and submitted no later than 5:00 PM on the survey's final update date. A copy of the certification letter is sent to the school districts prior to each McKay Prepayment Verification data submission.

Reporting FTE

Payment Files

The McKay Payment File provides a list of students for whom McKay Scholarship payments were issued for a specified payment period. These district specific files are posted quarterly at NWRDC. School districts must report to the Automated Student Information System all students who appear in payment files in the appropriate surveys (2 and/or 3) to generate the necessary FTE funding.

The format of the Payment file is provided in Appendix B.

DATASET NAMES: The dataset names of the Payment files produced by the department are:

- DPSxx.GQ.F70581.Yyyyy2 for September payment file
- DPSxx.GQ.F70582.Yyyyy2 for November payment file
- DPSxx.GQ.F70581.Yyyyy3 for February payment file
- DPSxx.GQ.F70582.Yyyyy3 for April payment file

Where 'xx' indicates the district number, 'yyyy' indicates the school year and 2 & 3 indicate the survey period (2 for October or 3 for February).

Surveys 2 and 3 Reporting

Districts should not confuse McKay Prepayment Verification reporting in Surveys A, B, C, and D with FTE reporting in Surveys 2 and 3. For FTE reporting of McKay Scholarship students, districts should continue to follow the guidelines in Appendix C of the FTE General Instructions.

Districts should enter the appropriate FTE for each student in Survey 2 appearing on the September (F70581) and/or November (F70582) payment file and appropriate FTE for each student in Survey 3 appearing on the February (F70581) and/or April (F70582) payment file. The district should not report FTE greater than the FTE on which the scholarship is based.

Only two student database formats are required to be sent for McKay Scholarship students:

- Student Demographic Information
- Student Course Schedule

Additional Information

School Number 3518 should be used by all districts to report "School Number, Current Enrollment" for students participating in the John M. McKay Scholarships for Students with Disabilities Program. The "School Number, Current Instruction" is always the private school number.

See Appendix C of the FTE General Instructions (under Technical Assistance Documents (http://www.fldoe.org/accountability/data-sys/database-manualsupdates/technical-assistance-documents.stml) for additional information about reporting students participating in the John M. McKay Scholarships for Students with Disabilities Program.

Report F71138: *FTE Reported for McKay Students* is now available for districts to request through the CICC Reports for Request menu and will assist to ensure that all McKay students are being reported correctly for surveys 2 and 3.

Reports F71138 and F71139 both match the Student Course records using District Number, Current Enrollment; FLEID; Survey Period and Fiscal Year to the McKay Payment files. **The FLEID on the Student Course records must match the FLEID on the McKay Payment File**.

Report 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. For these students the district should submit the necessary Student Course files with the appropriate FTE.

Report F71139 lists McKay students who have a Student Course record but who are not on the McKay Payment files. McKay FTE records for these students should be deleted from the student database or the district should make appropriate corrections to key fields so that a match can be made.

Note that the district must report all students listed in the McKay FTE Payment files even if the students were not in membership during survey week. The district also must report a McKay Scholarship student for FTE who shows up in one payment file but not the second payment file for a survey period.

Questions & Answers

1. What are the eligibility requirements for the John McKay Scholarship?

Any parent of a student with a disability who has an Individual Education Plan (IEP) or 504 Plan may receive a McKay Scholarship if the student meets the following requirements:

- The student has spent the prior school year in attendance at a Florida public school (the student was enrolled and reported by a Florida school district for funding during the preceding October and February FTE surveys), or
- The student was enrolled and reported for funding by the Florida School for the Deaf and the Blind during the preceding October and February student membership surveys in kindergarten through grade 12, or
- The student received services under the Specialized Instructional Services (SIS) program during the previous school year, or
- The student is a dependent child of a member of the United States Armed Forces who transfers to Florida from out of state due to a parent's permanent change of station orders.

    Prior school year in attendance includes time spent in a Department of Juvenile Justice program if the program is funded by the Florida Education Finance Program.

2. Can a McKay student attend a private school outside the district?

Yes. There are no restrictions on where the private school is located within Florida, but the private school must be approved to participate in the program

3. How does the data reporting process work?

An initial dataset is created by the department at NWRDC for districts to download and verify by entering a valid Entry/Re-entry Date (if the student is currently enrolled in a public school) **or** Withdrawal Date (if the student is not currently enrolled in a public school). Once the appropriate dates are entered, districts transmit the batch file back to NWRDC. The PK-12 Education Information Services office has the files processed and reports are created for the Choice office. The Choice office uses the reports in their verification process and creates a payment list. The payment list is then transferred to a dataset at NWRDC for districts to pull down. Districts compare this file with their survey 2 or 3 transmitted data to ensure the students are reported for FTE purposes.

4. How are Military Students who participate in the McKay Scholarship Program reported?

If the Military Family student's last place of residence was a Florida district then that district should report the student.

If the student's last place of residence was outside the state of Florida then the district in which the private school the student attends is located should report the student.

5. How should a student be reported if the student only shows up in one payment file (e.g., student is in the first payment file but not the second payment file) for a survey period?

The payment file indicates that a payment is being issued for that student and the district needs to claim that student for FTE purposes. The student does not have to be on both payment files for that survey to be reported as McKay (3518) in the FTE survey.

If a student appearing on a payment file is in a public school in your district during survey week, report that student as you would any other public school student. The district should report the student for FTE funding as per the FTE instructions.

6. Should a district report a student who is not enrolled in the McKay program during survey week but is on the payment file?

If the student is not in membership during survey week the district still must report that student if the student is in the payment file.

7. Are McKay students eligible to take virtual courses?

McKay students may take up to two courses through the Florida Virtual School (district 71), district franchises of the Florida Virtual School (school number 7004), through district course offerings (school number 7006) or through Virtual Instruction Program (school numbers 7001 and 7023) and remain eligible for a McKay scholarship. Part-time participation in these virtual programs/courses is not considered a return to enrollment in the public school. McKay student funding is not subject to recalibration, and a student's scholarship amount will not be reduced due to enrollment in up to two virtual courses per school year.

8. Who may be contacted with questions regarding McKay Scholarship students?

For questions regarding file characteristics (i.e. format, length and availability) contact the PK-12 Education Information Services section. However, if you have questions about the contents of a file contact the Choice office. Please see section for Contact Information.

Contact Information

If you have questions regarding reporting of the verification file, please contact Angela Huggins, PK-12 Education Information Services, at (850) 245-9078 or Angela.Huggins@fldoe.org.

If you have questions regarding scholarship payments or payment periods, please contact Alicia Wilson at Alicia.Wilson@fldoe.org or the School Choice Information Hotline at 1-800-447-1636.

2021-2022 McKay Payment Format

D CHARACTERISTICS:		
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified, leading zeros L = Left justified	Record Length __160__ Block Size ___32640____ **Dataset Names** DPSxx.GQ.F70581.Yyyyys DPSxx.GQ.F70582.Yyyyys	**Last updated:** 7-20-11

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N**	**District Number, Current Enrollment**
				The two digit number for the school district receiving or submitting the data.
2	**3-14**	**12**	**A/N**	**District Name**
				The name of the school district receiving or submitting the data.
3	**15-18**	**4**	**A/N**	**Private School Number**
				The state assigned four digit school number (0001-9899) for the private school the student attends.
4	**19-61**	**43**	**A/N**	**Private School Name**
				The name of the private school the student attends.
5	**62-71**	**10**	**A/N**	**Filler**
6	**72-88**	**17**	**A/N/L**	**Student Last Name**
				The student's last name.
7	**89-100**	**12**	**A/N/L**	**Student First Name**
				The student's first name.
8	**101-102**	**2**	**A/N**	**Grade Level**

				The student's current grade level placement:
				   Code Definition
				
				    PK Prekindergarten
				
				    KG Kindergarten
				
				    01-12 First through twelfth grades

Item Number	From-To	Size	Field Char.	Field Description
9	103-105	3	N	**FEFP Program Number – First**
				The number of the Florida Education Finance Program in which the student earns FTE.
10	106-109	4	N	**Class Minutes, Weekly – First**
				The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based.
11	110-111	2	N	**FTE Reported – First**
				The two-decimal numeric value for the FTE reported under the Florida Education Finance Program (FEFP) by the student.
12	112-114	3	N	**FEFP Program Number – Second**
				The number of the Florida Education Finance Program in which a student earns FTE.
13	115-118	4	N	**Class Minutes, Weekly – Second**
				The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based.
14	119-120	2	N	**FTE Reported – Second**
				The two-decimal numeric value for the FTE reported under the Florida Education Finance Program (FEFP) by the student.
15	121-124	4	A/N	**School Code**
				Code 3518: Student is participating in the McKay Scholarship Program.
16	125-127	3	N	**FEFP Program Number – Third**
				The number of the Florida Education Finance Program in which the student earns FTE.
17	128-131	4	N	**Class Minutes, Weekly – Third**
				The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based.
18	132-133	2	N	**FTE Reported – Third**
				The two-decimal numeric value for the FTE reported under the Florida Education Finance Program (FEFP) by the student.

Item Number	From-To	Size	Field Char.	Field Description
19	134-143	10	A/N	Filler
				A ten-character code used to uniquely identify a student. See the Automated Student Database manual for a more detailed explanation.
20	144-157	14	A/N	Florida Education Identifier
21	158-160	3	A/N	Filler
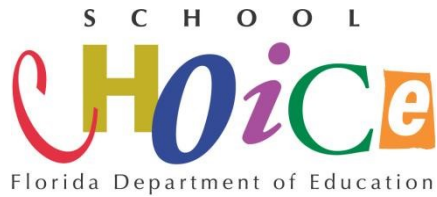
DISTRICT CERTIFICATION FOR

MONTH 20YY SCHOLARSHIP PAYMENTS

ATTENTION: Alicia Wilson   Fax Number: (850) 245-0875

Due: No later than 5:00 p.m., MONTH DD, 20YY

Date: _____

Mrs. Alicia Wilson
Florida Department of Education
Office of Independent Education and Parental Choice
325 W. Gaines Street, Suite 1044
Tallahassee, Florida 32399-0400

Dear Mrs. Wilson:

This letter certifies the attendance/nonattendance of students in file DPSxx.GQ.F70571.Yyyyys for students identified as eligible for the MONTH McKay scholarship payments for _____ County School District.

Sincerely,

_____
Signature of Superintendent