

Choice Scholarship Program Student Application Checklist 2017-2018 School Year

This document is intended to serve as a helpful resource for school administrators as they submit student Choice Scholarship Applications. This document is not required and does not need to be kept on file.

Tuition and Fees

- The tuition and fees amount entered on the student's application is the amount the student would otherwise be obligated to pay to the eligible school absent a Choice Scholarship Award.

Corporation of Legal Settlement

- A student's school corporation of legal settlement can be verified by searching by the student's address in one of the following ways:
 - Many school corporations have a search tool that you can use to verify that the student's address is within their boundaries. You should check the corporation's website to use this to confirm the student's corporation of legal settlement.
 - The Census Bureau's Address search webpage available from Stats Indiana at http://www.stats.indiana.edu/maptools/address_search.asp.
- A school corporation's number can be identified in either of two ways:
 - In the STN Application Center go to Lookup >> School and Corp Lookup
 - Search for school and corporation information on DOE Compass at <http://compass.doe.in.gov>.

Special Education

- If the student has an Individualized Education Program (IEP) or a Service Plan (ISP), the parent/guardian of the eligible student needs to complete the Special Education Service Provider Selection Form. The service provider selection then must be entered on the student's application. The Special Education Service Provider Selection Form is required to be kept in the student's file.
- If it is indicated that the student has an IEP or ISP and a warning message appears stating that a 2016-2017 DOE-SE record was not found, please submit the STN number with a message stating that that the application is pending verification of IEP to choiceschool@doe.in.gov. Please also include your school number in the email.

Previous SGO, SGO Sibling, F School, and Pre-K Pathway Assurance Forms

- Applications submitted under these pathways require a Pathway Assurance Form to be completed.
 - *Previous Scholarship Granting Organization (SGO) Award Pathway Assurance Form*
 - *SGO Sibling Pathway Assurance Form*
 - *Failing School Pathway Assurance Form*

- *Pre-K Pathway Assurance Form*
 - A link to download the applicable Pathway Assurance Form will populate at the bottom of the student's Choice Scholarship Application under *Required Forms to Complete*.
 - The Pathway Assurance Form must be completed and signed by the parent/guardian and kept in the student's file.
- **Income Eligibility**
- Option 1 Choice Scholarship Eligibility Look Up
 - In the STN Application Center go to Data Verification>Reports>Choice Scholarship>Choice Scholarship Eligibility
 - A copy of the eligibility print out listing the reference ID number must be kept in the student's file
 - Option 2 Foster Child
 - Foster children are automatically income eligible to participate in the Choice Scholarship Program at the 90% award level.
 - Official documentation verifying the student's current foster status at the time of application must be retained in the student's file.
 - Option 3 Household Income
 - Documentation verifying household size and household income must be kept on file.
 - Detailed information regarding acceptable documentation is provided in the *Income Verification Rules* and *Income Verification FAQ* available at www.doe.in.gov/choice.
- **Parent Assurance Form**
- A Parent Assurance Form must be completed for each student and kept in the student's file.
 - The form is available at the bottom of the student Choice Application under *Required Forms to Complete*.
- **Choice Scholarship Application Summary and Sign Off Form**
- This form will be available for download after a student's application has been submitted and approved. Listed next to the student's approved status in the list of submitted applications, you will see blue text saying *View Approval Letter (PDF)*. Click on this text to view the Sign-Off Form and Approval Letter.
 - The parent/guardian and the school administrator should both review the information at the top of the *Summary and Sign Off Form* that was submitted on the student's application to verify that it is correct.
 - A signed copy of the Summary and Sign Off Form must be kept on file with the student's application.
- **Choice Scholarship Endorsement Form**
- The Endorsement Form will be available to download in the STN center after a student's application has been submitted and approved.

- To download the Endorsement Form, log in the STN center, then go to Data Verification >> Reports >> Choice Scholarship >>MV Endorsement Form Download.
 - The Endorsement Form should be signed by the parent and school administrator at the time of application.
 - A signed copy of the Endorsement Form must be kept on file with the student's application.
 - A signed Endorsement Form must be submitted to the Department during the submission period in order for a payment to be made.
 - To upload the Endorsement Form, log in the STN center, then go to Data Verification >> Reports >> Choice Scholarship >>MV Endorsement Form Upload. (The upload is only available during the dates listed on the Endorsement Form.)
- **Student Award Letter**
- A copy of the student's Award Letter is included as the second page of the *View Approval Letter (PDF)*.
 - Please print and provide this letter to the parent/guardian of the eligible student.
 - The Department will not mail a hard copy of the letter.
- **Automated Denial Letter**
- In cases where a student's application is determined ineligible, school administrators will have the option to edit the application or print a Denial Letter for the family.
 - It's important to verify that all information is being entered correctly prior to providing the Denial Letter to the family.