

The purpose of this data collection is to gather student information on eligible students applying for Choice Scholarship to an eligible Choice Scholarship school for the current school year.

Audience

This collection is required of approved Choice Scholarship schools (public and nonpublic).

Instructions

The required data are to be submitted to the Department of Education through the Application Center via an INPUT FORM. The input form can be found under Data Transfer>Input Forms>School Choice Scholarship Application. Data transfer will not be available for the 2011-2012 school year. The STN number must exist in the STN Lookup.

Collection Window

The required collection period begins **July 08, 2011, 8:00 a.m. and continues until the state reaches a maximum of 7500 students that have been approved as eligible for Choice Scholarship.**

When a collection closes and the data are considered final by the state, no corrections or additions are allowed.

Choice Scholarship Student Data Needed for the Input Form

Field Specification	Notes
State Assigned School ID of the school that the student would attend with Choice Scholarship.	This is the four character school number of the eligible approved Choice Scholarship school which is also the school reporting the data.
Official Student Test Number (STN) assigned to student.	The nine character STN number must currently exist in the STN lookup.
Student's Grade level for the school year 2011-2012	PK and KG are not acceptable grade level
Total student tuition and fees	Required fee and tuition total by the Choice Scholarship School
Corp of Legal Settlement: The state assigned public school corporation ID where the student resides.	Cannot be a Charter or Diocese corporation number
Student's home address	Do not use commas in this field
Student's city of residence	
Student's state of residence	
Student's zip code of residence	
Parent or Guardian Email	Preferred but only if available
Parent or Guardian Phone	Includes area code
Did the student attend a traditional or public charter school in Indiana for at least the past two semesters?	When an STN Lookup is performed click on the Real Time or Attendance tab to review data.
Has the student ever received a scholarship from Educational Choice Charitable Trust?	
Has the student ever received a scholarship from School	

Field Specification	Notes
Scholarship Granting Organization of Northeast Indiana?	
Has the student ever received a scholarship from Tuition Assistance Fund of Southwestern Indiana?	
Has the student ever received a scholarship from North Central Indiana Scholarship Granting Organization?	
Has the student ever received a scholarship from Sagamore Institute?	
Is the student eligible under Option 1?	Option 1: The school has identified the student as eligible for a Choice Scholarship via IDOE's Direct Verification System.
If Option number 1 was used, what is the Reference Identification number?	Reference ID is obtained from the Direct Verification System.
Is the student eligible under Option 2?	Option 2: The student is a foster child; information is on file with the school.
Is the student eligible under Option 3?	The school has documents on file of income eligibility showing the student's eligibility for a Choice Scholarship
If the student is eligible under Option 3 what is the size of the Household?	Option 3: Number of members in the household. See Reference Section for determining Members.
If the student is eligible under Option 3 what is the Household income?	See Reference Section for more information
Has the Indiana Choice Scholarship Parent Agreement Form been signed?	This document can be found on the input form to download, have signed and retained with student documentation. Include the student's name or STN number on this document for reference.

References

STN Lookup: <http://www.doe.in.gov/stn>

Choice Scholarship: <http://www.doe.in.gov/schoolchoice>

Functions of the Input Form

The Input Form can be found under Data Transfer>Input Forms> School Choice Scholarship Application.

- Enter the required data (marked with a red asterisk) for each student that has been determined as eligible by your school.
- Click the Save button after each student record.
- A list of all students submitted is available at the bottom of the input form.
- Click on any highlighted field (School, STN, Grade or Submission Time) to sort the student records.
- View a student record by clicking on the View Button for that student.
- Records that have submitted and are in error must be deleted by clicking on the red X after the student and re-enter all the information again.
- Click on the page number at the bottom of the screen to move to the next page.

Change History

Version	Change History
07.11.11	Updated References

	Added Change History section
07.08.11	Original Document
	Start of 2011-2012