

**Choice Scholarship Program
Student Application Checklist
2018-2019 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 or contact them directly to confirm the student's corporation of legal settlement.
- There are online search tools that can be used, however these are not always 100% accurate. When in doubt, the public school corporation should be contacted directly for confirmation.
- The student's Choice Scholarship award amount is determined by the public school corporation in which the student resides, it is important to have this information accurate.

Special Education

If the student has an Indiana Individualized Education Plan (IEP) or Individualized Service Plan (ISP), the parent/guardian of the eligible student must complete the Special Education Service Provider Selection Form. The service provider selection 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 a student has an Indiana IEP or ISP and a warning message appears stating that a DOE-SE record was not found, please submit the student's STN (do not send student name) with a message stating that the application is pending verification of IEP to choiceschool@doe.in.gov. Please include your school number in the email.

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

Applications submitted under these pathways require a Pathway Assurance Form to be completed. The forms will populate in the required forms section of the application when the pathway is selected on the application. The forms must be printed, signed by the parent/guardian, and kept in the student's file.

Income Eligibility

Option 1 Choice Scholarship Eligibility System

- A copy of the student's eligibility print out listing the reference ID number and dated in the same month that the application is submitted must be kept in the student's file.

Option 2 Foster Child

- Official documentation verifying the student's current status as a foster child 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 in the student's file.
- Detailed information regarding acceptable documentation is provided in the Income Verification Rules and Income Verification FAQs available at www.doe.in.gov/choice.

Parent Agreement Form

The Indiana Choice Scholarship Parent Agreement form must be completed for each student and kept in the student's file. The form is available in the required forms section of the student's application.

Choice Scholarship Application Summary and Sign Off Form

The Summary and Sign Off form lists all of the information that was entered on the Choice application for the student and the student's estimated award amount. Both the parent/guardian and the school should verify the information is correct and sign the form, indicating agreement with the information. This form is required to be kept in the student's file. The form is available with the student award letter in the STN Application Center.

Choice Scholarship Endorsement Form

- ! A payment will not be made on behalf of the student if a signed Endorsement Form has not been
 - uploaded in the STN Application Center for the student.

The Endorsement Form must be signed by the parent/guardian and school administrator. A signed copy of the Endorsement Form must be kept in the student's file.

- Information about the download/upload process for Endorsement Forms is available as a 'How to' document in the Choice Scholarship Community on Learning Connection. Please contact choiceschool@doe.in.gov or (317)233-2200 with any additional questions.

Student Award Letter

A copy of the student's estimated award letter is available at the time the application is submitted and approved. When the award is re-calculated, the updated award letter should be printed. The school should provide a copy to the parent/guardian of both the estimated award letter and the updated award letter when it is available. The Department will not mail hard copies of the letters. A copy of the award letters should be kept in the student's file.

Denial Letter

If the information entered for a student on a Choice application does not satisfy the eligibility requirements, a denial letter will be generated. The denial letter should be printed and given to the parent/guardian of the ineligible student. If information was entered incorrectly, resulting in the denial, the application can be re-submitted.