

**Choice Scholarship Program**  
**Student Application Guide**  
2019-2020 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 should be in accordance with the tuition and fees policy that was approved with your school's application to participate in the Choice Scholarship Program.

**Corporation of Legal Settlement**

The corporation of legal settlement is the public school corporation in which the student resides. It is important that this information is accurate, as it may affect the award amount. A student's school corporation of legal settlement can be verified 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.
- The Choice Scholarship Program recommends using the website sponsored by the Indiana Secretary of State, at <http://wayeo.egis.39dn.com>. The public school corporation should be contacted directly for confirmation.

**Special Education**

If the student has an Indiana Individualized Education Plan (IEP) or Service Plan (SP), 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 SP and a warning message appears stating that a DOE-SE record was not found, please submit the application. Then email the student's STN (do not send student's name), your school number, and a message stating that the application is pending verification of IEP to [choiceschool@doe.in.gov](mailto:choiceschool@doe.in.gov). Please include your school number in the email.

**Assurance Forms needed for Previous SGO, Sibling SGO, F School, and Pre-K Tracks**

Applications submitted under the Previous SGO, Sibling SGO, F School, and Pre-K Tracks require an assurance form to be completed. The forms will populate in the required forms section of the application when the track is selected on the application. The completed forms must be kept in the student's file.

**Income Eligibility - student must qualify under one of the following options:**

Option 1 Choice Scholarship Eligibility System

- A copy of the student's eligibility print out listing the reference ID number and date 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 FAQ available at [www.doe.in.gov/choice](http://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.

### **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 each 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.

### **Choice Scholarship Endorsement Form**

- 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](mailto:choiceschool@doe.in.gov) or (317)233-2200 with any additional questions.

**! 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 by the posted deadline.**