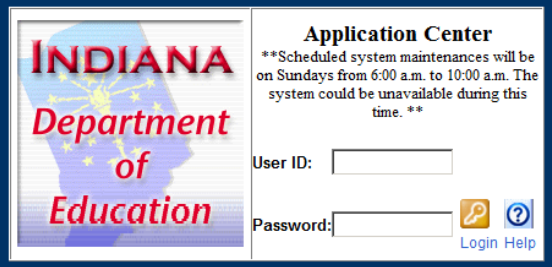
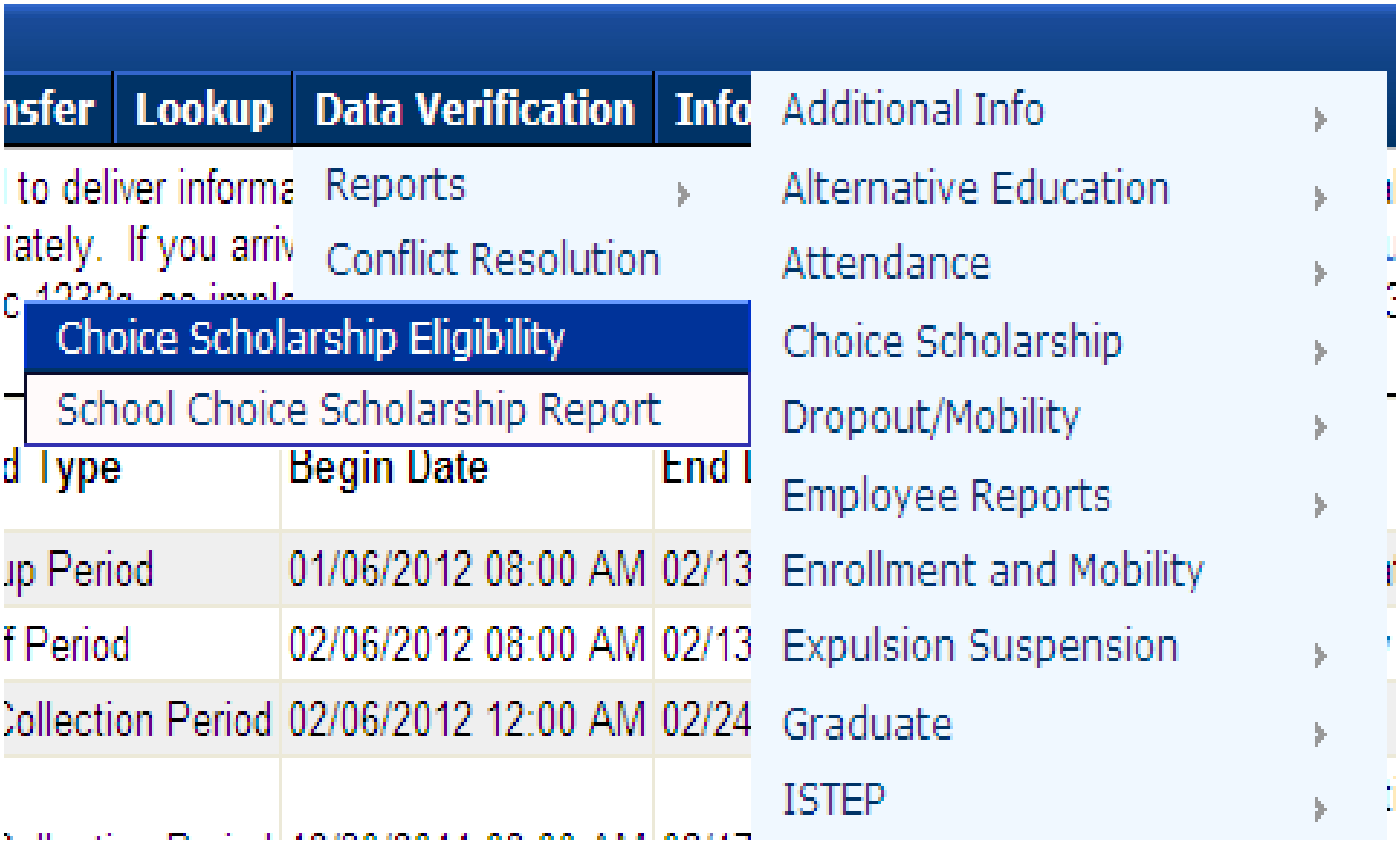
The Application Center is a web-portal used for exchanging information between the State and Individual School Systems in a secure and reliable manner. It is used by schools to file a variety of reports.

https://ac.doe.state.in.us



For schools not accredited by the State Board, access to the STN Center will not be provided until the school is approved for the Choice Scholarship program.

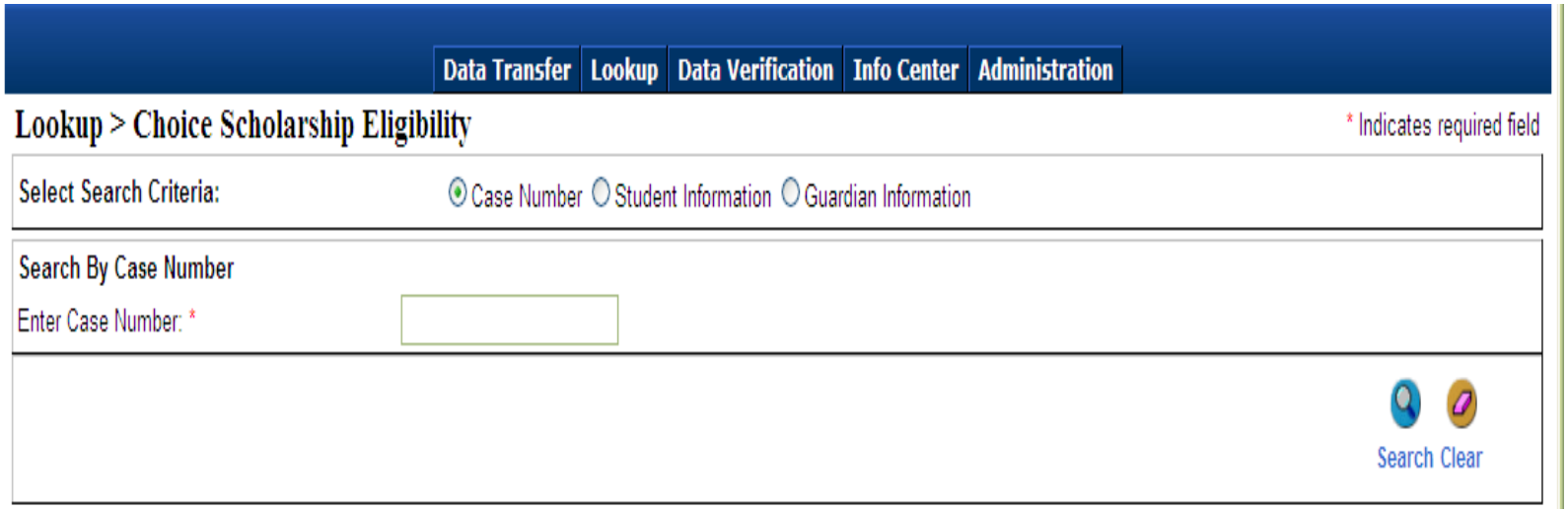


For the purpose of verifying income for Choice Scholarship, you should select **Reports** from the **Data Verification** menu. Then select **Choice Scholarship**, and **Choice Scholarship Eligibility**. This search protocol has the advantage of checking more federal programs at higher income levels.

Using the **Choice Scholarship Eligibility** Lookup system, you can search three different ways for matching information:

- Search by Food Stamp/SNAP or TANF Case Number
- Student Name and Identifying Information
- Parent Name and Identifying Information

Select method by clicking on a Radio Button.



Most of you will probably search by “Student Information”:

Data Transfer | Lookup | Data Verification | Info Center | Administration

Lookup > Choice Scholarship Eligibility

* Indicates required field

Select Search Criteria: ○ Case Number ◉ Student Information ○ Guardian Information

Search By Student Information

Student Last Name: *

Student First Name:*

Student County of Residence:* -- Select One --

Birth Date:

Search Type ◉ Basic ○ Sounds Like (First Name Only)

Search Clear

Data Transfer | Lookup | Data Verification | Info Center | Administration

Lookup > Choice Scholarship Eligibility

* Indicates required

Select Search Criteria: ○ Case Number ○ Student Information ◉ Guardian Information

Search By Guardian Information

Guardian Last Name: *

Guardian First Name:*

Student County of Residence:* -- Select One --

Guardian SSN:

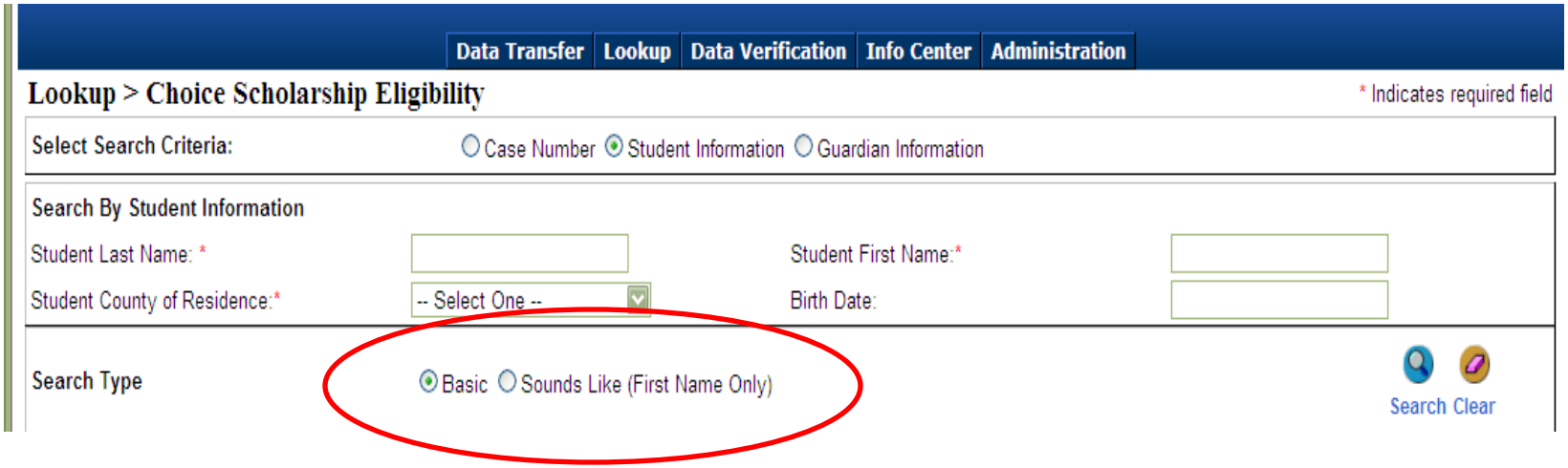
Search Type ◉ Basic ○ Sounds Like (First Name Only)

Search Clear

Use “Sound Alike” Search for names with possible variations. We can successfully match records with variations like:

- La Quisha
- L’Quisha
- LaQuisha

First Name Sound-likes only!



Data Transfer | Lookup | Data Verification | Info Center | Administration

Lookup > Choice Scholarship Eligibility

* Indicates required

Select Search Criteria: ○ Case Number ○ Student Information ◉ Guardian Information

Search By Guardian Information

Guardian Last Name: * Smith

Guardian First Name:* william

Student County of Residence:* 49 - Marion County

Guardian SSN:

Search Type ◉ Basic ○ Sounds Like (First Name Only)

Search Clear

Once you've pressed the Search Button, matching records, if any will be displayed below on the same screen.

Data Transfer | Lookup | Data Verification | Info Center | Administration

Lookup > Choice Scholarship Eligibility

* Indicates requirec

Select Search Criteria: ○ Case Number ○ Student Information ◉ Guardian Information

Search By Guardian Information

Guardian Last Name: * Smith

Guardian First Name:* william

Student County of Residence:* 49 - Marion County

Guardian SSN:

Search Type ◉ Basic ○ Sounds Like (First Name Only)

Search Clear

Choice Scholarship Eligibility Results for: 01/2012

View	Student Full Name	Birth Date	County of Residence	Guardian Full Name	Guardian SSN
	GREEN , AUGUSTA A	08/22/1992	49 - Marion County	SMITH , WILLIAM	***-**-0000
	SMITH , WILLIAM S	01/31/1999	49 - Marion County	SMITH , WILLIAM S	***-**-3246
	SMITH , ZACHARY L	05/29/2001	49 - Marion County	SMITH , WILLIAM S	***-**-3246

Click here to display full record for printing.

Choice Scholarship Eligibility Results For

SMITH , WILLIAM S

Student Details:

Birth Date:
Address:
County:

Guardian Details:

Name: SMITH , WILLIAM S
SSN: ***-**-3246

Match Details:

Matching Record Found In: 01/2012
Student Verified for: School Choice Scholarship Eligibility
Reference Id: 67097366

Print Information | Close Window

Take Note of the “Reference Id” associated with this record. You will have to transfer that number to the application form to establish eligibility by this method.

It should be emphasized that just because a potential Choice Scholarship recipient cannot be identified with this Eligibility tool, it does not mean that they may not meet the eligibility requirements and ultimately be found to be eligible. You will just have to supply the additional proofs of income, including tax returns for all household members. Many eligible students cannot be verified with this system.