



Choice Scholarship Program
Student File Checklist
2019-2020 School Year

STN: _____

Required Documents for All Choice Scholarship Students

- Copy of Parent Agreement Form
- Application Summary and Sign Off Form
- Estimated Award Letter
- Endorsement Form
 - Special Education Endorsement Form for Special Education (if applicable)
- Final Award Letter

Income Eligibility Documentation

(Option 1) Student income eligibility was verified in the Choice Eligibility System.

- Print screen of eligibility results is included

(Option 2) Student is a foster child.

- Documentation of foster child status and authorized guardians

(Option 3) Student's income eligibility was verified with household size and income.

- Income on application is equal to AGI on Federal Tax Return.
 - If no, Household Summary Form, Income Calculation Worksheet, supporting documentation included.
 - If no, documents used to calculate the income are included.
- Household size on application is equal to household size on Federal Tax Return.
 - If no, a completed Household Summary Form must be included.
 - If child/children are claimed in alternating years or if applying student's primary residence is with the parent/guardian who does not claim the child, documentation should be included in the student's file.

Required Forms Specific to Student Eligibility Track

TRACK	FORM	ADDITIONAL DOCUMENTATION
<input type="checkbox"/> Special Education Track	Special Ed. Service Provider Selection Form	A copy of the CSEP if the Choice school is providing special education services.
<input type="checkbox"/> Sibling SGO and Previous SGO Tracks	Sibling/Previous SGO Assurance Form	Documents that verify the student or the student's sibling received an SGO in a previous year.
<input type="checkbox"/> "F" School and Pre-K Tracks	"F" Public School/Pre-K Assurance Form	No other documentation is required.

The Continuing Choice, Previous Choice, Sibling Choice, and 2 Semesters in Public School Tracks require no additional documentation.

2019-2020 Choice Scholarship Program
Optional Choice Student Application Tuition Worksheet

STN:	
Base Tuition	
	Amount
	\$

Fees	
Type	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Discounts	
Type	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Choice Student Application Tuition and Fees Amount	
(Tuition + Fees - Discounts)	
	\$

- Tuition, fee, and discount amounts shown above should match those on the approved policies submitted as part of your school's Choice application.
- Non-educational and/or optional fees are not to be included in the calculation of the tuition and fees reported on student Choice applications.
- Discounts and/or financial assistance that are specific to only a certain student or family should not be taken off of the tuition and fees reported on student applications. (SGO, in-house financial assistance, merit scholarships, needs-based assistance, etc.)