

Scholarship Parent Portal

The parent portal is now available for parents to view their child's online Autism and Jon Peterson Special Needs scholarship information. The portal has been developed to improve communication and transparency. Parents will now be able to have real-time access to scholarship information such as application status, progress reports and monthly invoices. To access the scholarship system, follow the steps below.

[Registering for Parent Portal Access](#)

Step 1: Setup a SAFE account

Step 2: Verify your child

Step 3: Access the scholarship record

[Scholarship System Guide](#)

Student Module

Finance Module

[Contact Information](#)

[Appendix A: Request Parent Access](#)

Registering for Parent Portal Access

Step 1: Setup a SAFE account

To access and use the scholarship application system, users must have an account set up on the Secure Application for Enterprise (SAFE) Web portal. SAFE is a secure Web-based system that allows department of education customers to access various accounts and applications on its website in a convenient way.

Information from a valid state driver's license or state ID card will be needed to create a SAFE account. For those without an Ohio driver's license or ID card, there is a manual process for obtaining a SAFE account; follow the prompts for Option 2 at http://webapp2.ode.state.oh.us/portal/signup/DL_Entry.asp.]

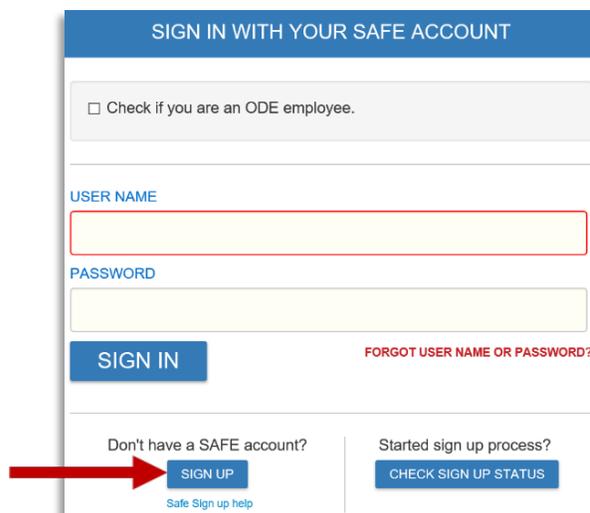
NOTE: Users that already have an established SAFE account should refer to [Appendix A](#) then proceed to Step 2.

To obtain a SAFE account, do the following:

- Access the [Ohio Department of Education](#) website.
- Click the *SAFE* link (illustrated below with arrow) or click the following link: <http://webapp2.ode.state.oh.us/portal/signup/>.



- Click the *Sign Up* button (illustrated below with arrow).

The image shows a web form titled 'SIGN IN WITH YOUR SAFE ACCOUNT'. It includes a checkbox for 'Check if you are an ODE employee.', input fields for 'USER NAME' and 'PASSWORD', a 'SIGN IN' button, and a link for 'FORGOT USER NAME OR PASSWORD?'. At the bottom, there are two sections: 'Don't have a SAFE account?' with a 'SIGN UP' button and a link to 'Safe Sign up help', and 'Started sign up process?' with a 'CHECK SIGN UP STATUS' button. A red arrow points to the 'SIGN UP' button.

- Next, select *I am a parent, signing up for Scholarship program* as the “Reason for SAFE Signup” (illustrated below with arrow).

SIGN UP FOR A SAFE ACCOUNT OR CHECK YOUR ACCOUNT STATUS

Reason for SAFE Signup
(multiple reasons can be selected)

- I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit
- I am a parent, signing up for College Credit Plus program
- I am applying for the Adult Diploma or Adult 22+ Programs
- I am a parent, signing up for Scholarship program 
- Other reasons such as Scholarship Provider

- Enter the required information in the appropriate boxes and follow the directions posted on the screen. Step-by-step directions are available at <http://webapp2.ode.state.oh.us/portal/help/>.

If you require assistance with your SAFE account, please contact the [SAFE Administrator](#). If you have forgotten your user name or password, please access the [password recovery](#) tool.

Step 2: Verify your child

- Once you have established your SAFE account, sign-in to SAFE and click the *Scholarship* link (illustrated below with arrow) under the Web Systems column.

MY HOME PAGE

Parent Name [Request access to Adult learner/Scholarship/CCIP/OEDS](#)
 Parent Email
 Parent Phone

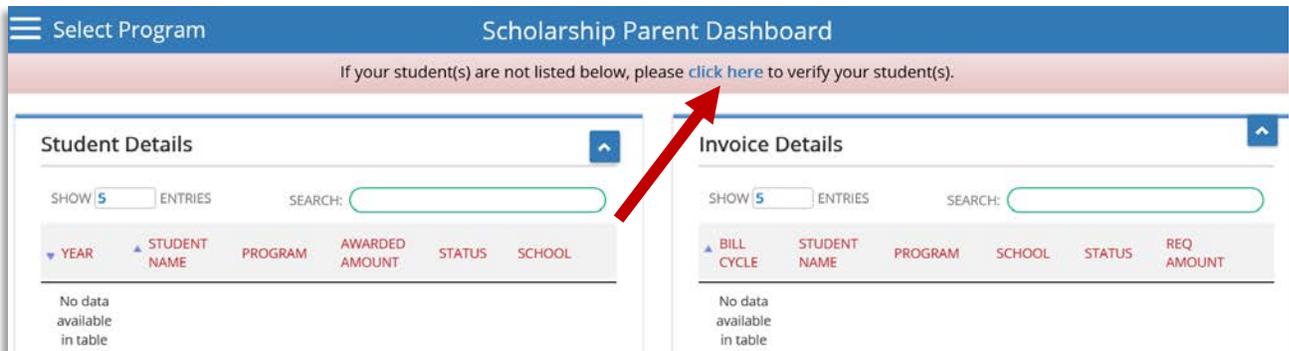
[Manage Account Settings](#)

Web Applications

Web Systems	Description
ODE.CORE	Online Licensure System
OEDS	OEDS Application
Scholarship	Scholarship - Autism, Cleveland, EdChoice, JPSN
STARS V2.0	STARS Professional Development and Technical Assistance System



- The *Scholarship Parent Dashboard* should now be displayed. If this is your first time accessing the scholarship system or if you have not yet verified your child's data, click the link (illustrated below with arrow) to verify your child.



- Read the ***DISCLAIMER FOR USE OF THE ODE PARENT PORTAL*** located at the bottom of the page. Once you have read the disclaimer in its entirety, you may begin the verification process.
- In the *Parent Verification Details* box (illustrated below), a partial of your child's name should appear. Please enter your child's date of birth in the following format: MM/DD/YYYY. Once the date of birth has been entered, the system will determine if the date entered matches the student's online scholarship record.

Parent Verification Detail(s)

STUDENT NAME	DATE OF BIRTH	VERIFICATION STATUS
Bl#####p, Ja####s	<input type="text" value="MM/DD/YYYY"/>	Unverified

- If the date of birth matches, the Verification Status will be updated to Verified. If the date of birth entered does not match our records, an invalid date of birth message will display. You will then have another opportunity to re-enter the date of birth. If after multiple attempts you are unsuccessful with verifying your child, please contact the [scholarship office](#) for assistance. If you have multiple children participating in the scholarship programs, complete these steps until all children have been verified.
- Once your child is in Verified status, click the *Back to Dashboard* button (illustrated below with arrow).

Parent Verification

[← BACK TO DASHBOARD](#) 

Parent Verification Detail(s)

STUDENT NAME	DATE OF BIRTH	VERIFICATION STATUS	
Blankenship, James Michael	4/25/1997	Verified	

Step 3: Access the scholarship record

- Once you have successfully verified your child, you can access his or her scholarship record. Click the various VIEW buttons (illustrated below with arrow) to begin viewing details of child's scholarship record.

Select Program **Scholarship Parent Dashboard**

If your student(s) are not listed below, please [click here](#) to verify your student(s).

Student Details

SHOW ENTRIES SEARCH:

YEAR	STUDENT NAME	PROGRAM	AWARDED AMOUNT	STATUS	SCHOOL	VIEW
17-18	Blankenship, James Michael	Autism Scholarship	\$25,000.00	Accepted	Nightingale Montessori Inc	
16-17	Blankenship, James Michael	Autism Scholarship	\$27,000.00	Accepted	Nightingale Montessori Inc	VIEW

Invoice Details

SHOW ENTRIES SEARCH:

BILL CYCLE	STUDENT NAME	PROGRAM	SCHOOL	STATUS	REQ AMOUNT	VIEW
April 2016	Blankenship, James Michael	Autism Scholarship	Nightingale Montessori Inc	Invoice Accepted	\$2,700.00	VIEW
April 2017	Blankenship, James Michael	Autism Scholarship	Nightingale Montessori Inc	Invoice Accepted	\$2,700.00	VIEW

Scholarship System Guide

Student Module

Use the tabs along the top of your child’s scholarship record to view different types of information.

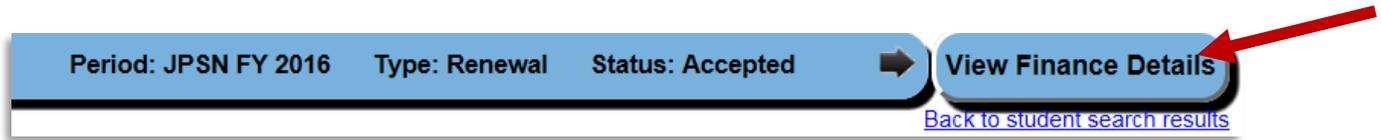
STUDENT	PARENT / GUARDIAN	APPLICATION	IEP	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
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Tab	Description
Student	This tab contains basic student information (student name, date of birth, etc.)
Parent Guardian	This tab contains the information of the primary and second parent/guardian.
Application	This tab contains information related to the student’s provider and district of residence.
IEP	This tab contains information related to your child’s Individualized Education Program (IEP dates, summary, services, goals/objectives, etc.).
Docs	This tab contains documents related to your child’s scholarship (scholarship application, IEP, Acceptance Form, etc.).
Status/Flags	This tab contains information related to the current status of your child’s application.
Comments/History	This tab contains comments from the provider, district or scholarship office.

Finance Module

Once your child's scholarship is in Accepted status, you can view the Finance module of the scholarship record.

To access your child's finance information, click the *View Finance Details* button (illustrated below with the arrow). The Finance section of your child's scholarship record should now be displayed.



Use the tabs along the top of your child's scholarship record to view different types of finance information.

Tab	Description
Allocation Form	This tab contains the amount of the scholarship that allocated to each provider. This tab also contains the monthly allocations, quarterly caps and monthly caps.
Progress Report	This tab contains the quarterly progress reports.
Invoice	This tab contains the monthly invoices submitted by each provider.
Account Summary	This tab contains a record of accepted invoices and payments.
Payment	This tab contains a record of the scholarship payments including payment status and payment dates.
Finance Docs	This tab contains a copy of the Reallocation Form (if applicable).

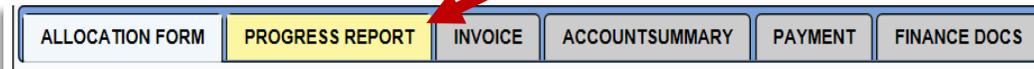
Progress Reports

Providers submit progress reports on a quarterly basis through the online scholarship system. Progress reports are due at the end of September, December, March and June. The progress reporting quarters are as follows:

- Summer Quarter: July - September
- Fall Quarter: October - December
- Winter Quarter: January - March
- Spring Quarter: April - June

To view and print a progress report, complete the following steps:

1. Select the *Finance Search* button from the *Finance* dropdown on the gray dashboard
2. Next, select the Search button if your child's name is not displayed.
3. Click the magnifying glass icon in the GO TO column to access your child's finance record.
4. Select the Progress Report tab (illustrated below with the arrow).



5. Next, select the Generate Annual Progress Report button (illustrated below with the arrow).



6. The progress report should now be displayed.

The screenshot shows the 'Main Report' interface. At the top, there are callouts for 'Print Report' (pointing to a printer icon), 'Scroll Pages' (pointing to a '1 of 4' dropdown), and 'Export' (pointing to an export icon). The main content area features the Ohio.gov logo and the text 'Annual Progress Summary Report Student Application Id: Student Name:'. Below this is a table for 'IEP (05/07/2015 - 05/05/2016)'.

GOAL	SUMMER	FALL	WINTER
1. When grade level text will increase his reading fluency and comprehension by answering questions, summarizing and compare/contrast with 80% accuracy on 4 out of 5 trials by the next annual review.	Limited Progress	Adequate Progress	
2. When given an assignment or multi-step task, will complete the task with no more than 2 verbal prompts with 80% accuracy on 4 out of 5 trials by the next annual review.	Adequate Progress	Adequate Progress	
OVERALL PROGRESS	Limited Progress	Adequate Progress	

Contact Information

Autism Scholarship

autismscholarship@education.ohio.gov

Jon Peterson Special Needs Scholarship

peterson.scholarship@education.ohio.gov

Ohio Department of Education - 877-644-6338

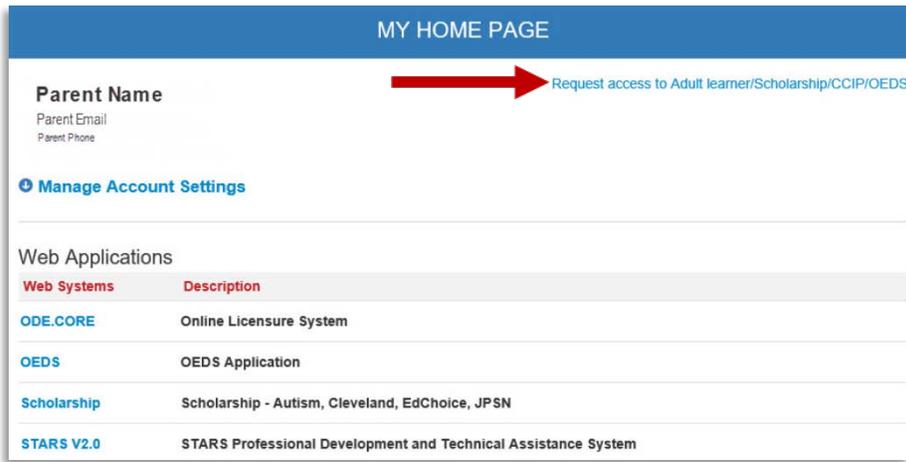
If you require assistance with your SAFE account, please contact the [SAFE Administrator](#).
If you have forgotten your user name or password, please access the [password recovery](#) tool.

Appendix A: Request Parent Access

Users that already have an established SAFE account will need to request access to the scholarship system.

To request access to the scholarship system, do the following:

- Once you have successfully logged into your SAFE account, click the *Request access to Adult learner/Scholarship/CCIP* link (illustrated below with arrow).



MY HOME PAGE

Parent Name
Parent Email
Parent Phone

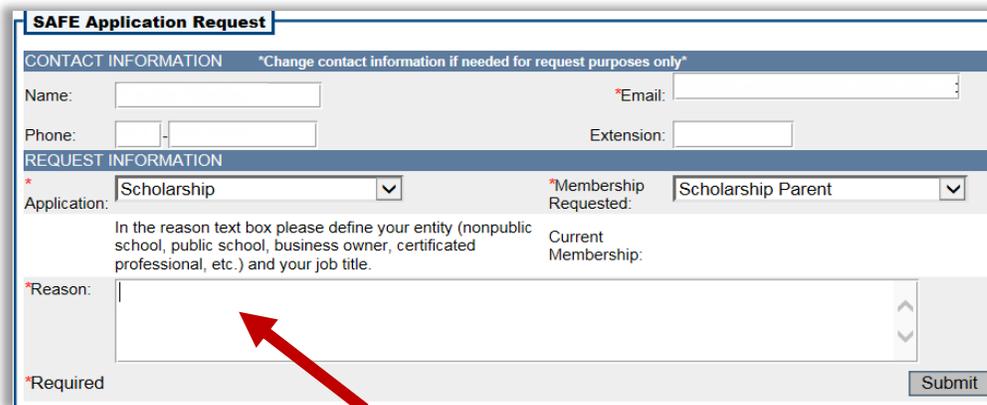
[Request access to Adult learner/Scholarship/CCIP/OEDS](#)

[Manage Account Settings](#)

Web Applications

Web Systems	Description
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STARS V2.0	STARS Professional Development and Technical Assistance System

- The SAFE Application Request page should now be displayed. Select *Scholarship* from the Application drop-down list. The Membership Requested drop-down should then default to Scholarship Parent.
- In the Reason text box (illustrated below with arrow), enter “*Scholarship Parent*” as the reason you are requesting access to the parent portal.



SAFE Application Request

CONTACT INFORMATION *Change contact information if needed for request purposes only*

Name: *Email:

Phone: Extension:

REQUEST INFORMATION

* Application: *Membership Requested:

In the reason text box please define your entity (nonpublic school, public school, business owner, certificated professional, etc.) and your job title. Current Membership:

*Reason:

*Required

- Click the *Submit* button. You will then be redirected back to the SAFE page.