

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.

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Registering for Parent Portal Access

Step 1: Setup a SAFE account

- Access the [Ohio Department of Education](#) website.
- Click the *SAFE* link (illustrated below with arrow).



- Login to your SAFE account.

NOTE: A Secure Application for Enterprise (SAFE) account is required to access the scholarship parent portal. Please refer to [Appendix A](#) if you have not yet established a SAFE account.

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: Request parent access to the scholarship system

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



- 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.

Step 3: Verify your child

- Once you have requested parent access to the scholarship system, click the *Scholarship* link (Illustrated below with arrow) under the Web Systems Column of your SAFE account.

scholarship parent		Change Name	Change Password
		Change Email	Request access to Adult learner/Scholarship/CCIP
		Change Address	Web system access information
		Change Phone	Show my current roles/access
Web Systems	Description		
FSL	FSL - Forms and Surveys List		
ODE_CORE	Online Licensure System		
Scholarship	Scholarship - JPSN, Autism, etc.		
STARS V2.0	STARS Professional Development and Technical Assistance System		
Usability Test Center	Please click here to help us make the ODE Web site easier to use		

- Next, select the appropriate scholarship program box.
- The Provider Search page should now be displayed. Select *Search Scholarship Application* button (illustrated below with arrow) from the *Student* drop-down on the gray dashboard.

Ohio.gov | Department of Education

Provider ▾ Student ▾ Finance ▾ User Manuals and Forms Contacts ▾

Program Selected: **JPSN**

PROVIDER SEARCH PAGE

- The *Advanced Student Search Page* 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 *Verify your Child* link (illustrated below with arrow).

ADVANCED STUDENT SEARCH PAGE

PARENT SEARCH

APPLICATION ID: PROGRAM TYPE: All

STUDENT ID: FISCAL YEAR: Fiscal Year 2016

FIRST NAME: PARENT FIRST NAME: scholarship

LAST NAME: PARENT LAST NAME: parent

Welcome to the Parent Module.
If this is your first time or if your student is not verified (listed below), Please click here: [to verify your Child.](#)



- The *Parent Verification* page should now be displayed. Please scroll to the bottom of the page and read the **DISCLAIMER FOR USE OF THE ODE PARENT PORTAL**. Once you have read the disclaimer in its entirety, you may begin the verification process.
- In the *Parent Verification Details* box, 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.

[Back to Student Search](#)

PARENT VERIFICATION DETAILS

STUDENT NAME	DATE OF BIRTH	VERIFICATION STATUS	REMOVE
te###, Su#####	MM/DD/YYYY	✘ NOT VERIFIED	
Br#####0, To##s	MM/DD/YYYY	✘ NOT VERIFIED	

DISCLAIMER FOR USE OF ODE PARENT PORTAL:

The Ohio Department of Education (ODE) allows parents to have access to student records through the ODE Parent portal. By creating an account with and using this Portal, the user acknowledges that the Family Educational Rights and Privacy Act ("FERPA") gives custodial and noncustodial parents/guardians certain rights with respect to their children's education records. Unless there is a court order to the contrary, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, and the right to consent to disclosure of personally identifiable information from the records. By accessing the ODE parent portal, the user acknowledges his/her understanding of FERPA as outlined above and represents that he/she agrees to use such portal for its intended purpose and for no other purpose. The user further agrees that any actions taken through the ODE parent portal shall be consistent with any existing court order to the extent one exists and agrees to hold ODE harmless for any action taken that is contrary to any court order.

The user further agrees that when a student reaches 18 years of age, all rights under FERPA transfer from the parent to the student, and written consent is required by the student prior to allowing parent/guardian access to records.

This disclaimer is a general description of regulations under FERPA and is not intended to provide full requirements under FERPA. A full and complete copy of FERPA regulations is codified at 20 U.S.C. § 1232g; 34 CFR Part 99, and can be found online at <http://www2.ed.gov/policy/gen/ferpa/index.html>.

- 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 incorrect 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 Student Search* link (illustrated below with arrow).

[Back to Student Search](#)

PARENT VERIFICATION DETAILS

STUDENT NAME	DATE OF BIRTH	VERIFICATION STATUS	REMOVE
Adams, Amy	05/01/2006	✔ VERIFIED	✘ REMOVE ACCESS



Step 4: Access the scholarship record

- Once you have successfully verified your child, you can access his or her scholarship record.
- Your child's name and basic application information should now be displayed in the search results on the Student Application Search page.
- Click the magnifying glass icon  in the GOTO column (illustrated below with arrow) to begin viewing your child's scholarship record.



NAME	APPLICATION ID	STUDENT ID	PRIMARY GUARDIAN	DISTRICT OF RESIDENCE	APP STATUS	DATE RECEIVED	GOTO
Adams, Amy	11141	11121	John A Taylor	043802, Columbus Public Schools	Under Review	2/23/2012	

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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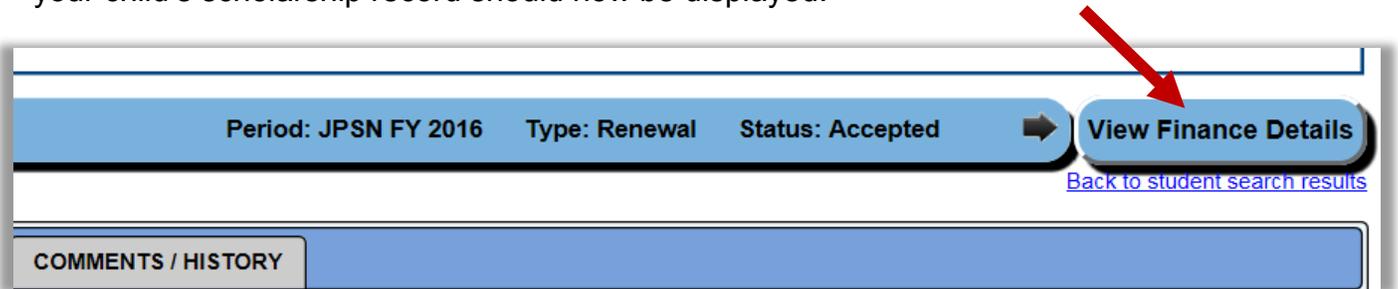
Tab	Description
Student	This tab contains basic student information (student name, date of birth, etc.)
Parent Guardian	This tab contains the information of the primary and second parent/guardian.
Application	This tab contains information related to the student's provider and district of residence.
IEP	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, follow the steps below.

1. 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 has been 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).

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

Please refer to [Appendix A](#) if you have not yet established a SAFE account.

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: Setting up a SAFE Account

To access and use the scholarship application system on the Ohio Department of Education (ODE) Web site, the user 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. Each SAFE account is unique and is not shared among individuals, school districts or organization staff. Every "secure" action by a SAFE account owner in a secure web application is logged and stored for security auditing.

OBTAINING A SAFE ACCOUNT

To access any secure data systems or online applications on the department's website, a SAFE account must be set up. To obtain a SAFE account, do the following:

1. The user must have his/her state issued driver's license or state identification card on hand. Information from a valid state driver's license or state ID card will be needed to create a SAFE account. [Note: 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.]
2. Click the *SAFE Account Sign In* button  located at the bottom of the menu on the left side of the department's home page and follow the prompts, or click on this link: <http://webapp2.ode.state.oh.us/portal/signup/>.
3. Carefully read the agreement.
4. After reading the agreement, scroll down to the bottom of the page and click the *I Agree* button.
5. 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/>.
6. Once all required information has been successfully entered, the user will receive a user name and password via e-mail with which to log onto his/her SAFE account.