

Below is a listing of the items and information that CSTP Nominators at participating chartered nonpublic schools must obtain prior to entering a student application through the CSTP online application system. This checklist was created to be a helpful tool to assist nominators during the application process and can be used to ensure that complete information is obtained from applicant parents; however, **it is not a required form.**

- | | Check Here |
|---|--------------------------|
| 1. Nominator should verify that the applicant student is a resident of the Cleveland Public School District. | <input type="checkbox"/> |
| Documents or information needed from parent/guardian. If possible, ODE recommends that the nominator enter the online application while the parent is present. | |
| 2. Signed CSTP Scholarship Request/Renewal form containing parent/guardian's name, date of birth, and last four digits of parent/guardian's SSN. | <input type="checkbox"/> |
| 3. Copy of school records from previous school or a copy of the student's most recent report card. | <input type="checkbox"/> |
| 4. Student's grade level at time of application. | <input type="checkbox"/> |
| 5. Copy of birth certificate name, DOB, ethnicity, native language, place of birth (city, state or country). Please enter in the CSTP online system exactly as listed on birth certificate. | |
| Student's Full Name (First, Middle, Last) | <input type="checkbox"/> |
| Date of Birth | <input type="checkbox"/> |
| Gender | <input type="checkbox"/> |
| Ethnicity | <input type="checkbox"/> |
| Native language | <input type="checkbox"/> |
| Mothers maiden surname | <input type="checkbox"/> |
| 7. Address verification, such as a copy of most recent utility bill (previous or current month), mortgage statement or lease agreement. NOTE: If the parent does not pay the utilities or mortgage/rent at their residence collect all of the following as address verification: | <input type="checkbox"/> |
| A. A signed, notarized, written statement from the party with whom the parent/guardian states they reside with/rent from. This letter must be from the third party and not the parent himself/herself. | |
| B. A copy of a current utility bill in the name of that third party, AND | |
| C. A copy of a piece of current business type mail in the name of the parent/guardian. Business mail would be things such as pay stubs, car notes, car insurance, monthly bank statements, and official documentation from government agencies. Some business with which the parent/guardian is currently doing regular business. | |
| 8. Copies of any court documents regarding guardianship. | <input type="checkbox"/> |
| 9. Completed Scholarship Acceptance form signed by parent/guardian. | <input type="checkbox"/> |

This checklist is specific to the collection of CSTP documentation and is not a comprehensive list of documents that must be kept on file for all students who attend your school.