Ohio | Department of Education

Cleveland Scholarship Program
EdChoice Scholarship Program

User Manual for Public School District Reviewers

ODE.SSEO.NEO.CLS.EC.REVIEWERMANUAL.02.07.2013

Table of Contents

Steps in the Application Process **3**

Accessing the Scholarship Application System **4**

Logging On Through the SAFE Account 4

Reviewing Applications **5**

Student Tab 7

Parent/Guardian Tab 8

Income Verification Tab 8

Application Tab 8

Documents (Docs) Tab 10

Flag/Status Tab 11

Comments/History Tab 12

Student Application Search Page **15**

Student Application Status Codes **17**

Questions? **18**

Steps in the Application Process

1. The parent of an eligible student applies to a participating program provider.

   The student must be admitted in accordance with the provider's admission policies prior to applying for the scholarship. Click here for a list of participating providers.

2. Provider submits the scholarship application through ODE's web-based application system.

   Required information for this section includes the student's birth certificate data, primary guardian data and the scanned application form.

3. The public school district reviews the student application for accuracy and data verification

   The public school district reviews the information for each student application submitted by the provider and enters the statewide student identifier (SSID) and information related to the student's Individualized Education Program (IEP).

   If data is correct: The public school district then places the application into *Review Completed* Status.

   If data is incorrect: The public school district indicates which data does not match by "flagging" the appropriate data field and entering the information in the *Comments* field of the application. If there are corrections to be made, the application is placed into *Correction Needed* Status. The provider then corrects erroneous or missing data and re-submits the application for another review by the public school district. This process continues until all data issues on the application are corrected.

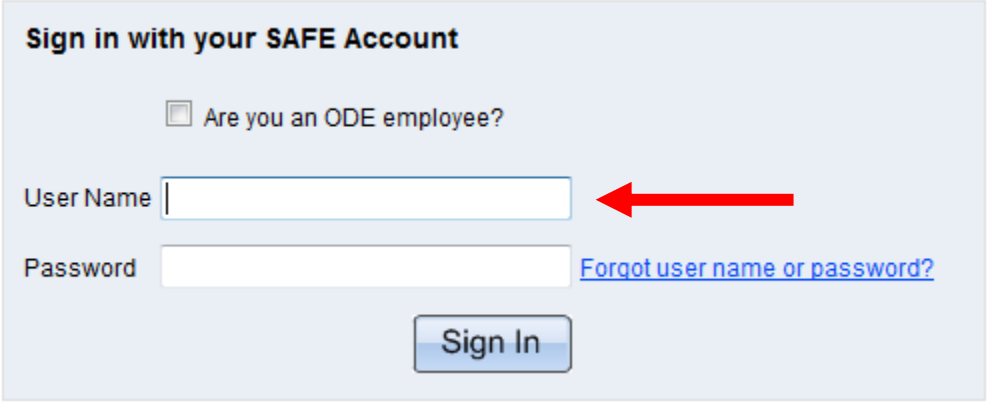
4. Applications reviewed with no errors go into eligible pool.
5. If the number of eligible applicants exceeds the number of authorized scholarships, ODE will hold a lottery.
6. Selected eligible applicants are awarded scholarships.
7. Award and denial letters are sent to parents.

Accessing the Scholarship Application System

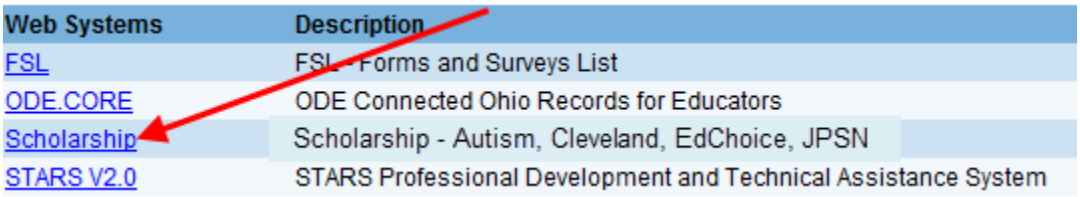
Logging on Through the SAFE Account

Users can access the online EdChoice Application System through ODE's Web-secure portal known as SAFE (Secure Applications for Enterprise). Users can enter SAFE through the *SAFE Sign-in* link located at the top of the ODE Home Page. [Note: Users must have already set up a SAFE account prior to being able to sign in.]

1. After clicking the *SAFE Sign-in* link, user should be on a page with box below showing.
2. Enter user name and password, and then click the **Sign In** button.

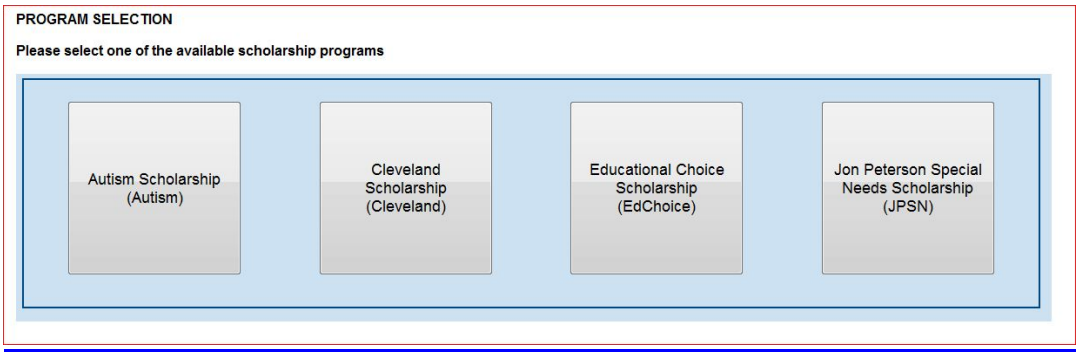


3. Select the *Scholarship* link from the list of web systems showing.



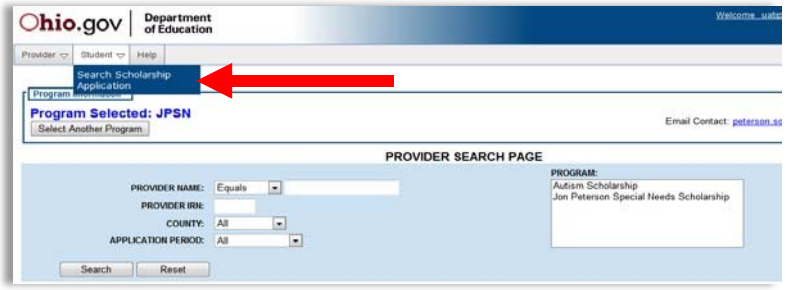
Web Systems	Description
FSL	FSL - Forms and Surveys List
ODE.CORE	ODE Connected Ohio Records for Educators
Scholarship	Scholarship - Autism, Cleveland, EdChoice, JPSN
STARS V2.0	STARS Professional Development and Technical Assistance System

4. The user should now see the four scholarship programs showing in four boxes. Click the box of the scholarship program to be accessed.



Reviewing Applications

To begin reviewing applications, users will first need to access the application search page. To access the search page, click on the *Search Scholarship Application* button in the *Student* dropdown (Illustrated below with the arrow).

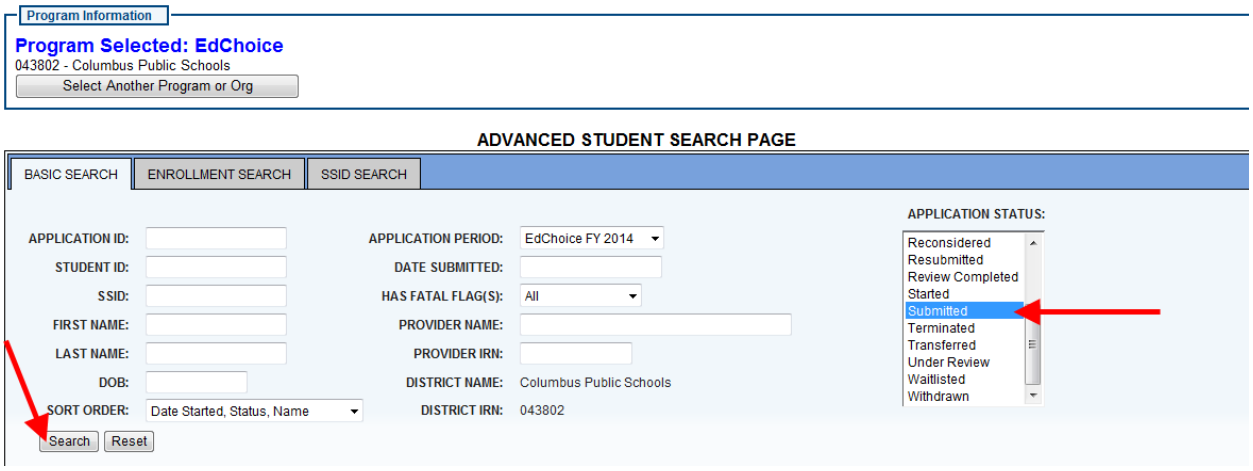


The *Student Application Search P*age allows users to view student applications associated with their district and search applications based on their status.

1. To view all student applications for the selected program year, click the *Search* button without entering any search criteria. [Note: If an application was submitted for the <u>second application period</u>, select *Half Year* from the *Application Period* dropdown].

2. To view applications based on specific criteria that are associated with the district, select one of the applicable statuses from the *Application Status* list.

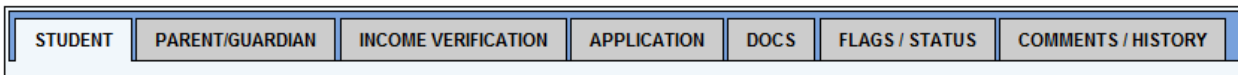
   For example, to view applications that have been placed into Submitted statuses by a provider, select Submitted and select the Search button (Illustrated below with the arrows). All applications in Submitted status should now be listed.



3. To look at a specific application, click the magnifying glass icon under the *Go To* column next to the student's name. (Illustrated below with the arrow).

NAME	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY GUARDIAN	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	DISTRICT IRN	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	GOTO
Arter, Ivy Lynn	86927	EdChoice FY 2014	52401	Ann Marie Garvey	126284	Xenos Christian	043802	Columbus Public Schools	Submitted	2/6/2013	
Bee, Rosemary	86834	EdChoice FY 2014	52345	Ann Mary Devine	126284	Xenos Christian	043802	Columbus Public Schools	Submitted	1/31/2013	
Carson, Parker Test	86824	EdChoice FY 2014	51730	Ann Betty Davis	126284	Xenos Christian	043802	Columbus Public Schools	Submitted	2/3/2013	
Smith, Bob test	86831	EdChoice FY 2014	52344	Roger K Smith	132860	Zion Christian School	043802	Columbus Public Schools	Submitted	1/31/2013	
Saxon, Maria Maggie	34261	EdChoice FY 2014	52297	jessa simpson	126284	Xenos Christian	043802	Columbus Public Schools	Submitted	1/30/2013	

4. After a student application has been selected for review, the following tabs will display:



Student — Contains student information (DOB/grade/SSID/etc.)

Parent/Guardian: — Contains primary and secondary parent guardian information (address/phone/email/etc.)

Income Verification: — Contains income information used to determine whether or not student qualifies for low income status

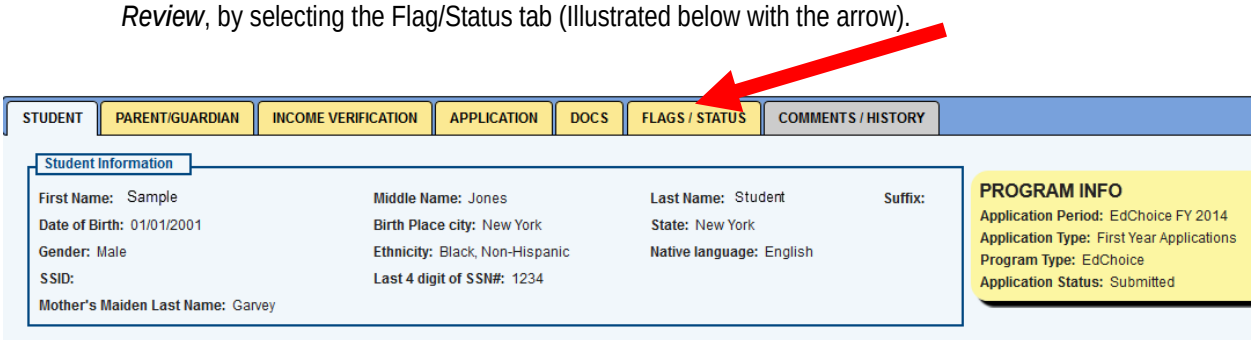
Application: — Contains information related to the student's provider and district of residence.

Docs: — Tab on which required documents (e.g., request/renewal forms, address proof, birth certificates, custody docs, etc.) are uploaded and stored.

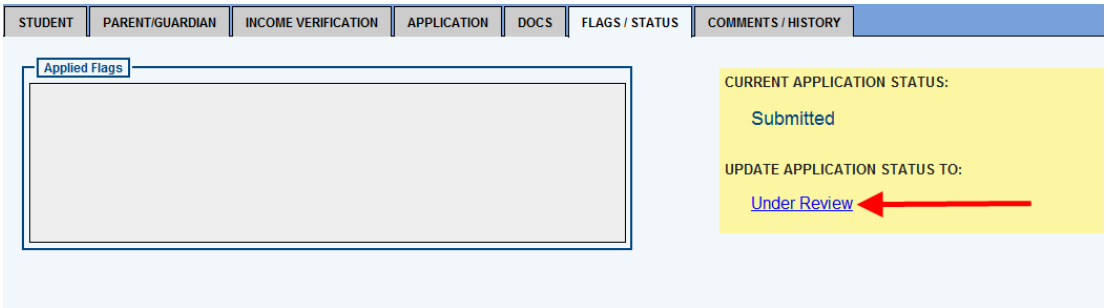
Flags/Status: — Contains Status information and "Flags" that warn of needed corrections. Once corrected, the provider may Update (resubmit) the application.

Comments/History: — Contains a history of comments from the provider, district reviewer, and ODE Staff.

5. To review an application, the user will need to change the application status from *Submitted* to *Under Review*, by selecting the Flag/Status tab (Illustrated below with the arrow).



6. Select *Under Review* to begin reviewing the student's application. (Illustrated below with the arrow).

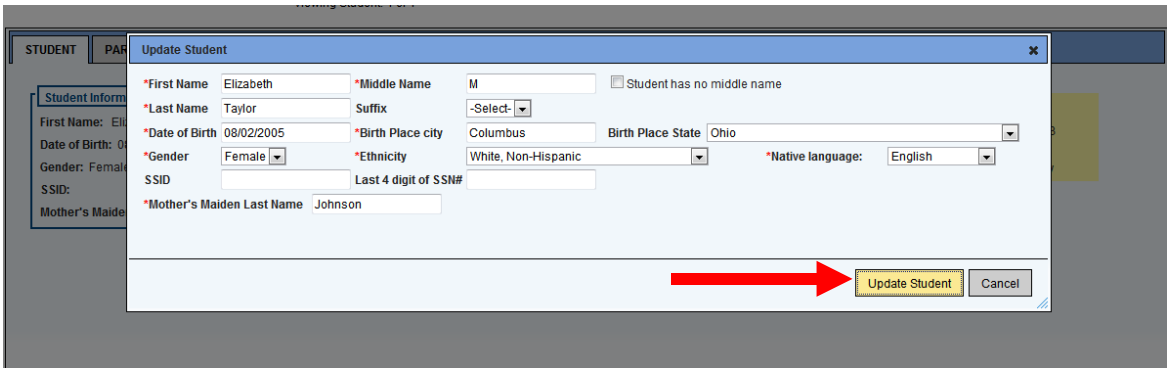


Student Tab

The first tab of the student application review is the *Student* information section. It is very important that the student information on this page is **exactly as it appears on the student's birth certificate** (or other legal documentation if a student's name has been legally changed). This information must match the public school district's records exactly in order to assign and verify a state student identifier (SSID). All students receiving a scholarship must have a valid SSID.

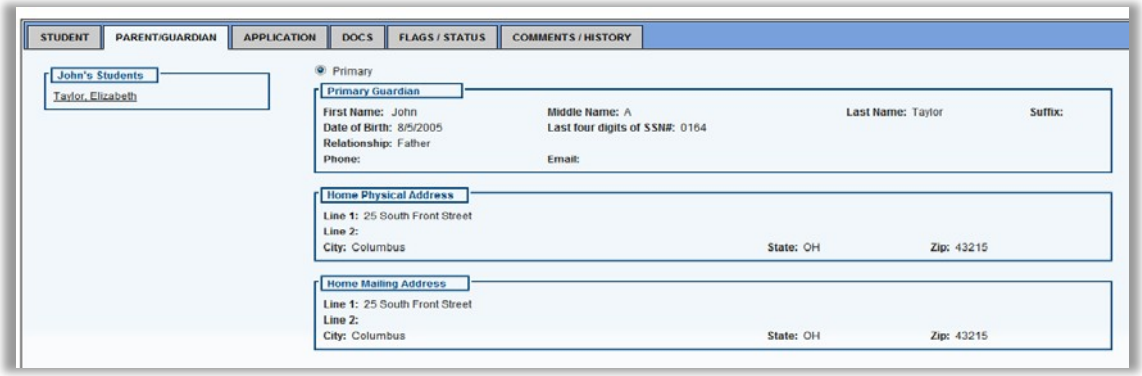
To add the SSID or edit student information, select the pencil icon (Illustrated below with the arrow).

1. Enter the student's SSID in the box provided.
2. Update any additional student information if corrections are needed.
3. Select the *Update Student* button to save the changes (Illustrated below with the arrow).



Parent/Guardian Tab

The second tab of the provider application contains parent/guardian information. The public school district needs to review this information for accuracy. If the parent's name and address do not match what the public school district has on file for the student, make note of that under the *Comments/History* tab and add the necessary flag under the *Flag/Status* tab.



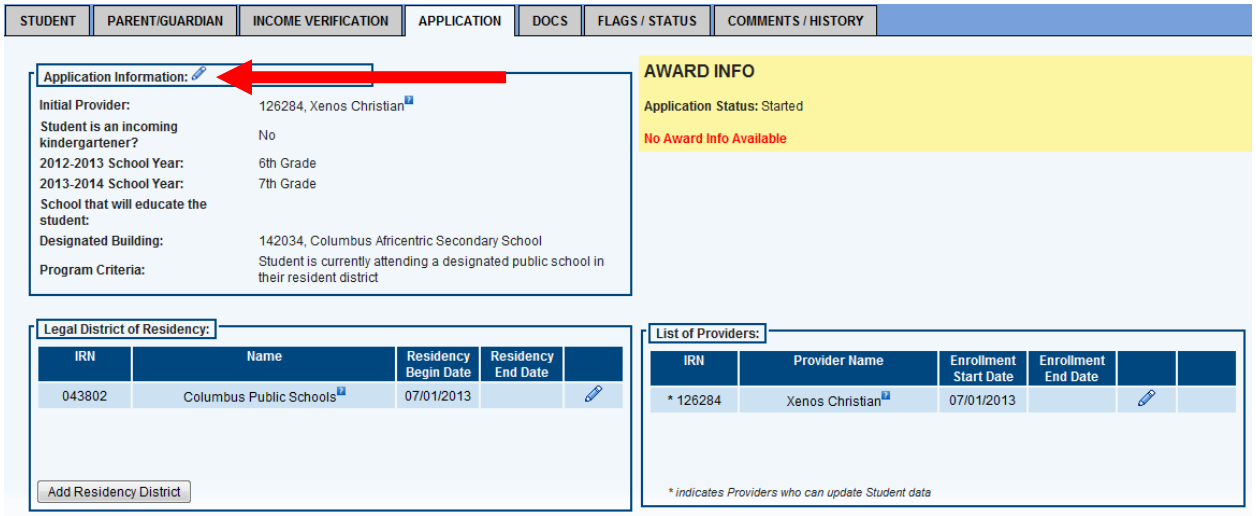
Income Verification Tab

The third tab is *Income Verification.* This tab is primarily for scholarship staff to enter income information to determine whether or not the student qualifies for low income status. District reviewers do not have to enter any information on this tab.

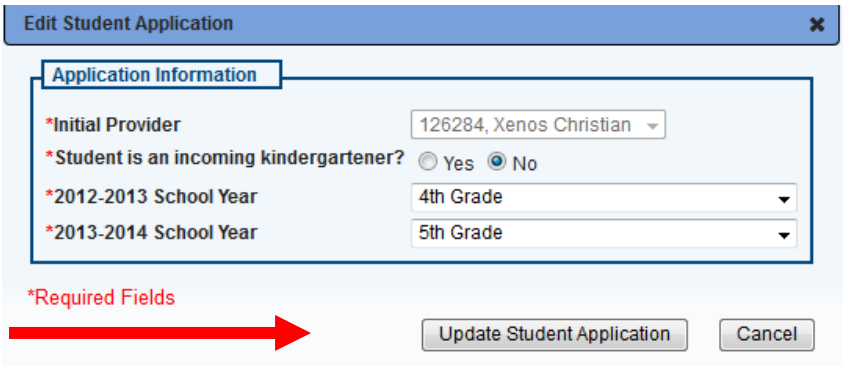
Application Tab

The fourth tab is *Application*. This tab contains information related to the student's application, district of residence and provider (i.e., participating private school). [Note: This is usually the first tab that the user is brought to after starting the application or renewal process.]

1. On the Application tab, check the information showing. Click the pencil icon next to Application Information.

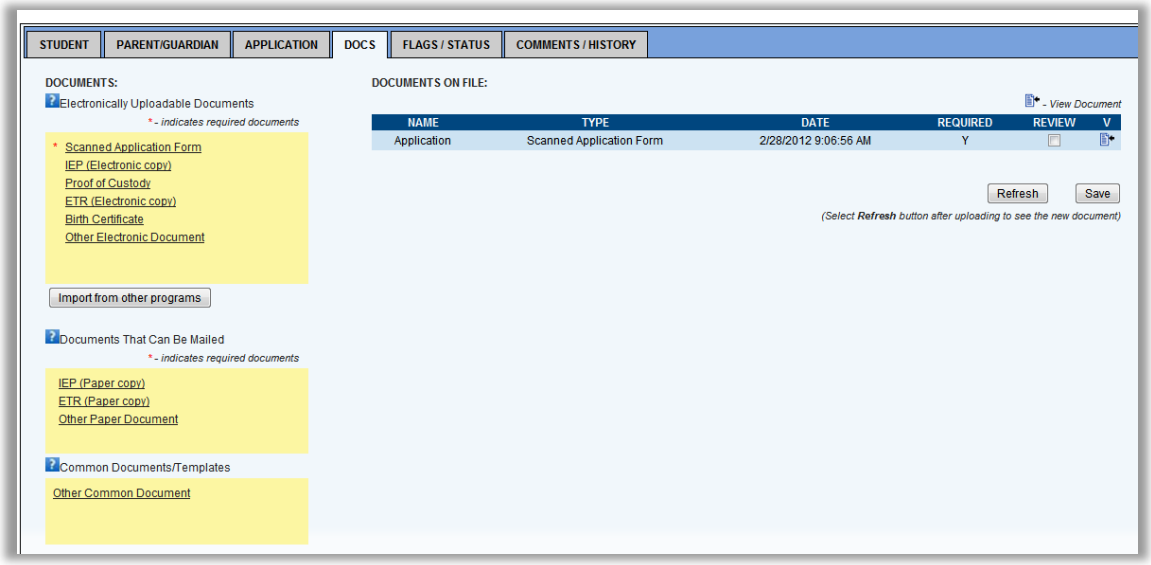


2. User should now see a highlighted box with the student's information included. Make the needed changes and then click the Update Student Application button. [Note: District reviewers should usually not have to make any changes to this information. If incorrect information is showing, reviewer should select the applicable flag under the Flags/Status tab to make sure that the provider (i.e., private school) is made aware of it.]



Documents (Docs) Tab

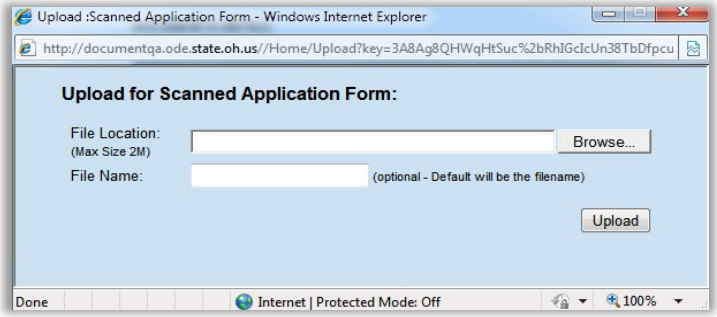
The fourth tab of the student application is *Documents*. Here the user can electronically upload required documents. Although district reviewers will usually not have to upload any documents, they do have that capability if needed.



TO UPLOAD A DOCUMENT:

Maximum upload size is 2MB. Documents exceeding this size will need to be emailed.

- Select the document name to be uploaded under *Electronically Uploadable Documents*
- A pop-up window will display
- Select *Browse*
- Browse to and select the document file you would like to attach
- Use the preexisting name of the file or enter a new name for the file.
- Select *Upload*
- Continue uploading any additional required documents in the manner described above.



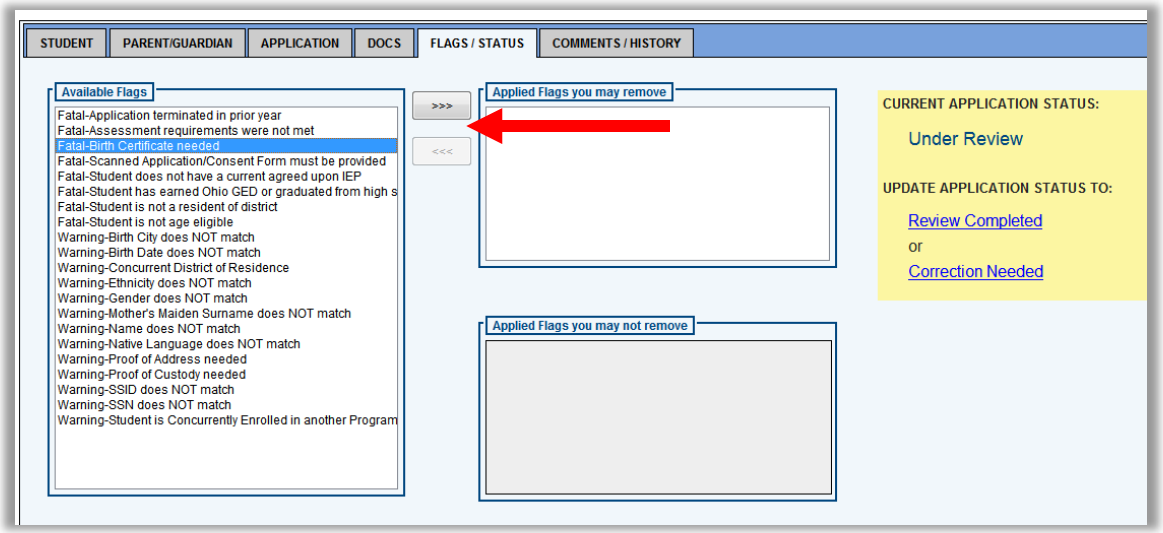
Users may also import documents from another scholarship program by selecting the button *Import from other programs.*

[Note: To display all files that have been uploaded during a session, the user will need to select the *Refresh* button under *Documents Uploaded*.]

Flags/Status Tab

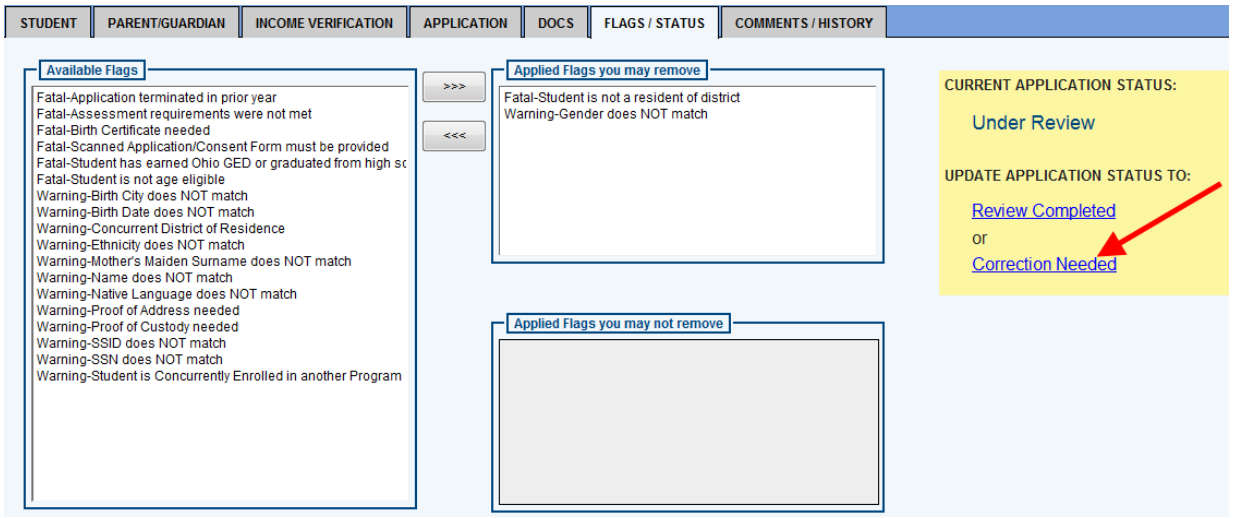
IF CORRECTIONS ARE NEEDED:

1. Indicate all needed corrections by selecting the applicable flag from the *Available Flags* list. Some flags are "fatal," meaning that student cannot be awarded a scholarship until the flag has been removed. Other flags are "warnings," meaning that while the correct information is needed, it will not stop a student from being awarded a scholarship.

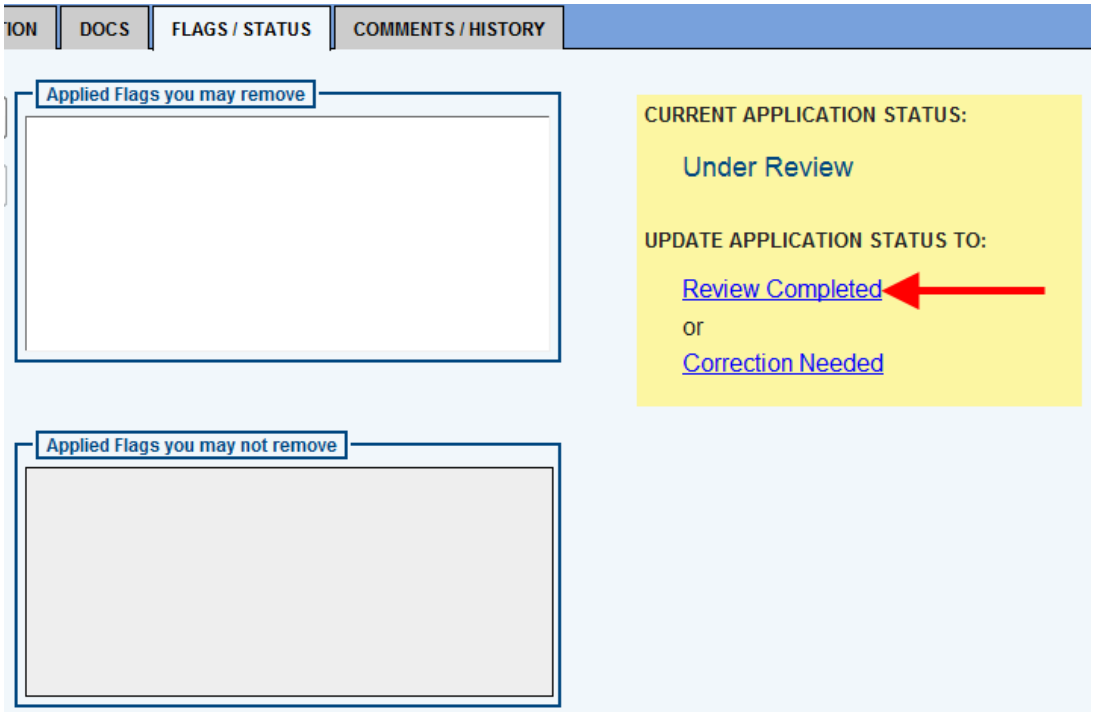


2. Select the arrow button to add or remove flags (Illustrated below with the arrow).

3. Select the *Correction Needed* button.



4. The district reviewer may go back and forth with the provider (i.e., private school) several times to make sure that correct information is entered on the application. During this time, the status of the application may change from *Correction Needed* to *Resubmitted*. After all needed edits and corrections have been made, the district reviewer should select the ***Review Completed*** button under the *Flags/Status* tab.

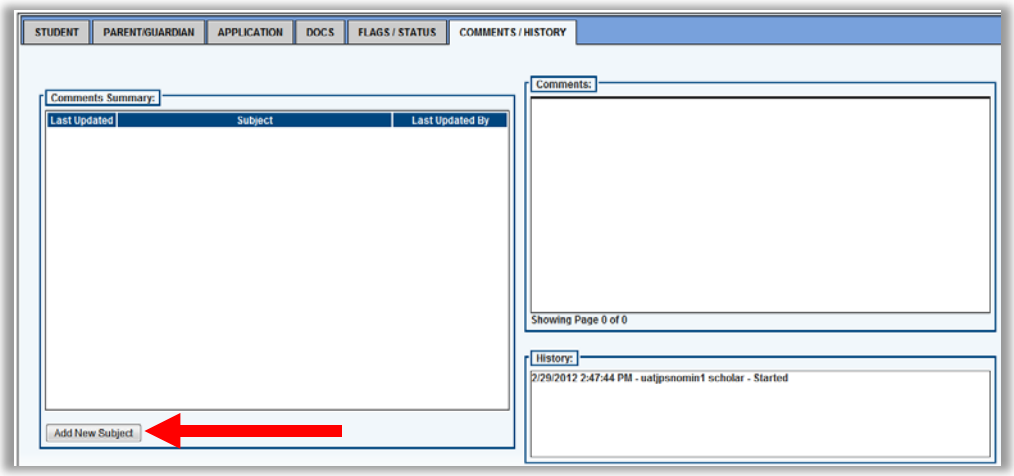


Comments/History Tab

The *Comments/History* section allows the user to include any information regarding the application that ODE, the provider or school district reviewer needs to know. Notes are not required for application submission but can be entered by the provider, school district reviewer and ODE officials. Therefore, if there is any information regarding the application that any party should be aware of, please include this in the C*omments* field. For data elements that do not match district records, please indicate the correct information. For instance, if the public school district reviewer checked that the mother's maiden name does not match, that reviewer should indicate in the *Comments* section the maiden name listed in the district's records.

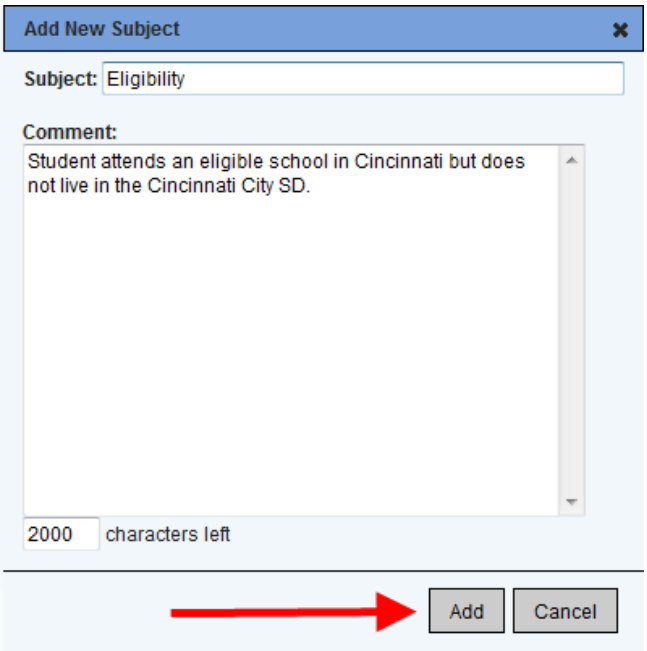
ADDING A NEW COMMENT

1. Select *Add New Subject* button (Illustrated below with the arrow).



2. Type the subject title and comment in the boxes provided.

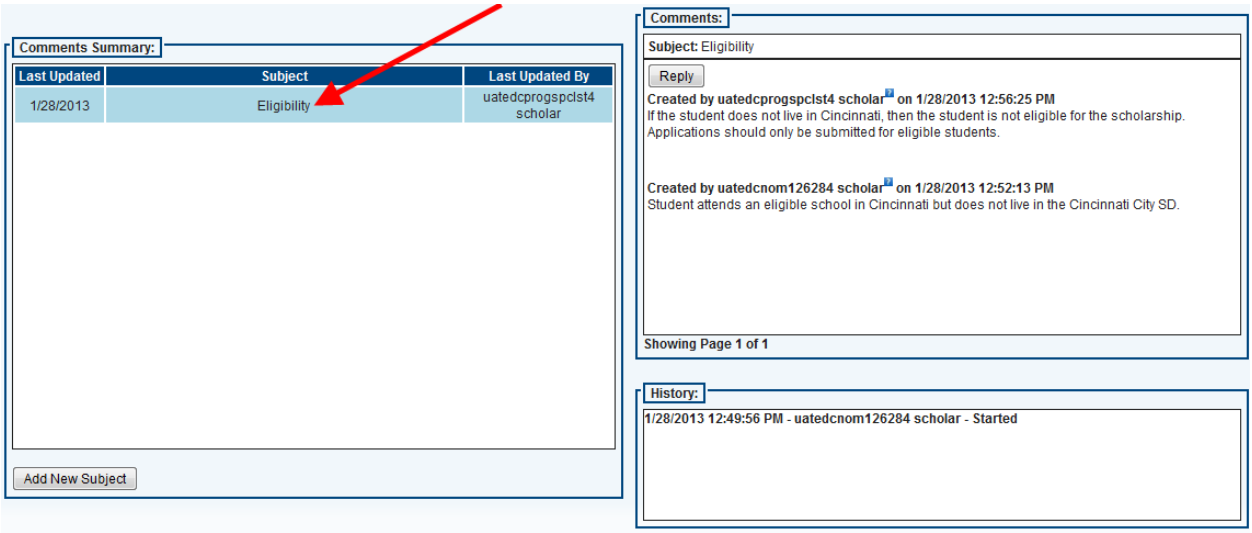
3. Select *Add*, to add the comment to the application (Illustrated below with the arrow).



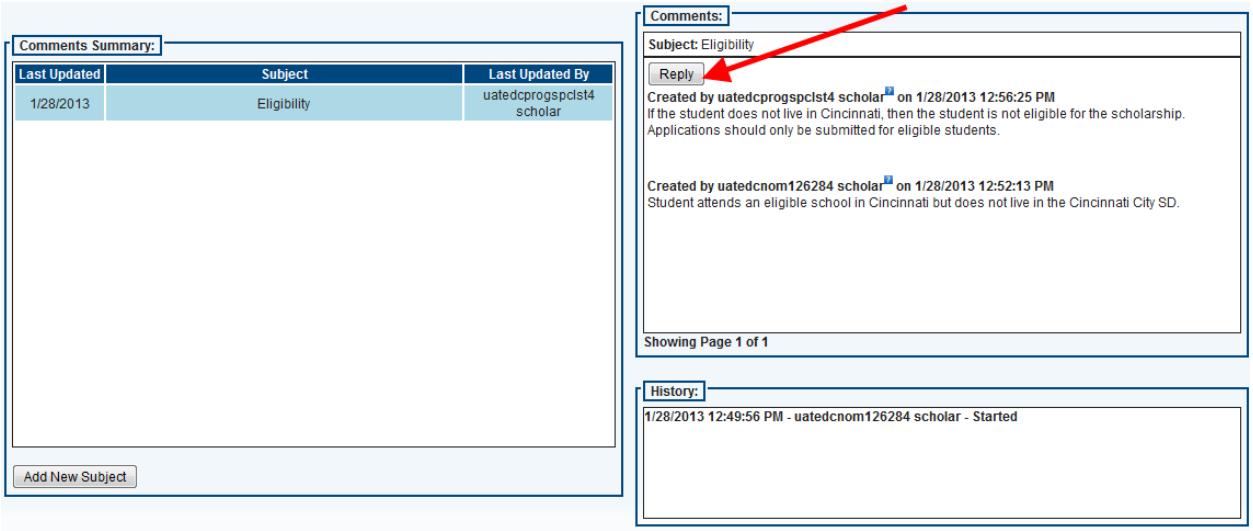
Users may also reply to an existing comment. Comments are grouped by subject title allowing a user to respond to a specific topic. The most recent comment thread will display at the top of the *Comments Summary* box.

REPLYING TO AN EXISTING COMMENT:

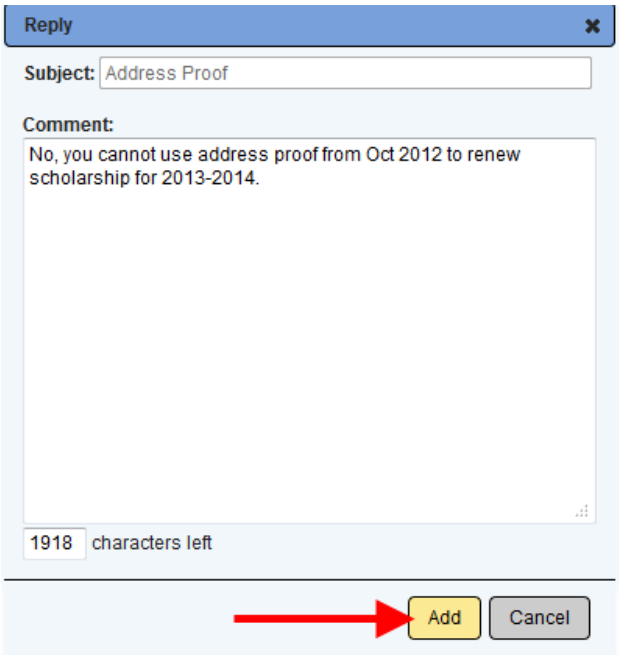
1. Highlight the subject title in the *Comments Summary* box (Illustrated below with the arrow). The comments related to the selected topic will now display in the *Comments* box.



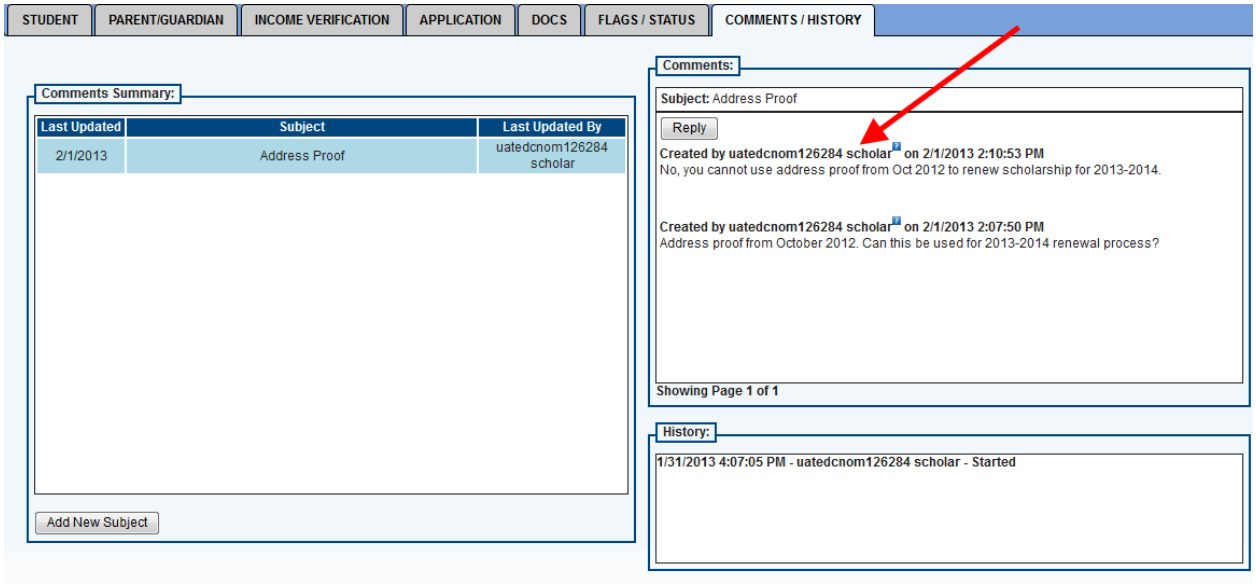
2. Select *Reply*, to respond to the comment (Illustrated below with the arrow).



3. Next, the comment box will display with the subject topic prepopulated. Type the comment in the provided box and select the *Add* button (Illustrated below with the arrow).

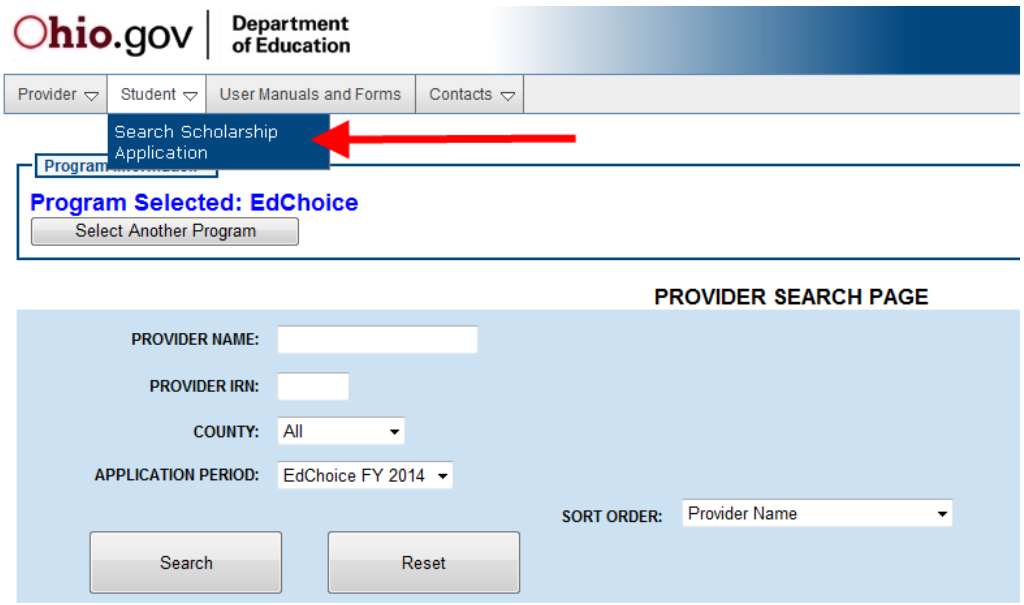


4. The reply comment will now display in the *Comments* box (Illustrated below with the arrow).



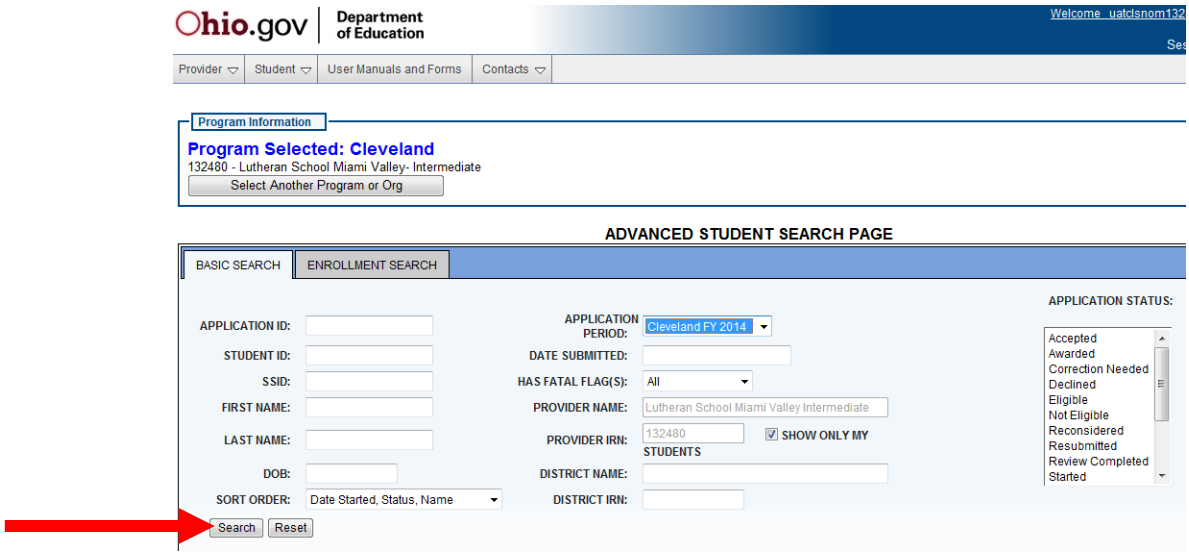
Student Application Search Page

The *Student Application Search Page* allows users to view student applications associated with their organization and search application based on their status. To access the application search page, click on the *Search Scholarship Application* button in the *Student* dropdown (Illustrated below with the arrow).

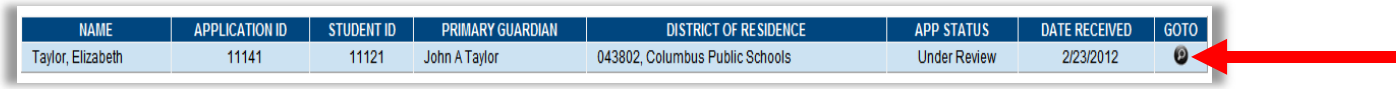


1. To view all student applications for the selected program year, click the *Search* button without entering any search criteria.

2. To view applications based on specific criteria, select one of the applicable statuses from the *Application Status* list. For example, to review applications that have been placed into *Submitted* status by provider (i.e., private school), select ***Submitted*** from the drop-down menu and then select the *Search* button (Illustrated below with the arrow). All applications in *Submitted* status should now be listed.



3. To look at a specific application, click the magnifying glass icon next to the student's name.



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

Student Application Status Codes

Accepted	Scholarship has been accepted by the provider in the online system.
Awarded	Applications which will be funded for the following school year
Correction Needed	Student application has been flagged by the public school district as having conflicting or incorrect data. Check the Flags Applied field and Comments/History tab for details. Resubmit the application after all errors have been corrected.
Declined	Provider or ODE has been informed by parent that student will not use award. Parent must reapply during the next application cycle.
Eligible	Application is available for award consideration
Not Eligible	Application has been reviewed and student does not meet program requirements
Reconsidered	Parent has appealed for award consideration.
Resubmitted	Provider has corrected all application errors identified by the public school district. Application is now awaiting review by the public school district.
Review Completed	Application reviewed by the public school district with no errors and has been forwarded to ODE for award consideration
Started	Provider has initiated a student application in the online system.
Submitted	Application has been submitted to the public school district for review.
Terminated	Student is no longer enrolled with a participating provider or a provider has not accepted the student.
Transferred	Parent has submitted a transfer request form to change providers.
Under Review	Application is currently being reviewed by the public school district.
Waitlisted	The number of eligible students has exceeded the number of authorized scholarships. Application has been placed into a holding status awaiting potential relinquishment by other awarded applicants.
Withdrawn	Application not submitted for award consideration.

Questions?

Users who experience any difficulties in entering or reviewing applications, or who have questions regarding the Cleveland Scholarship Program or the EdChoice Scholarship Program, should contact the Ohio Department of Education at 877-OHIOEDU (877-644-6338) and ask to speak with a staff member.

Questions regarding the Cleveland Scholarship system or program can also be e-mailed to
cleveland.scholarship@education.ohio.gov

Questions regarding the EdChoice Scholarship system or program can also be e-mailed to
edchoice@education.ohio.gov