

Autism and JPSN Scholarship Roles

Role in OEDS	Who Is Assigned This Role?	Access to online system?	Function	Can More Than One Person Have This Role?
Nominator	Provider personnel chosen to work on scholarship applicant data and enter ongoing program data for scholarship recipients	Yes	Can enter and edit student data (i.e. enter student applications, edit data, invoice, submit progress reports, write comments and upload documents) Receives communication via e-mail from ODE scholarship program staff.	Yes
Data Entry Finance	Provider personnel chosen to work on finance scholarship applicant data and enter ongoing finance data for scholarship recipients.	Yes	Can enter and edit only data contained in the finance module of the student's application (i.e. invoicing and payment status).	Yes
Data Entry Progress Report	Provider personnel chosen to work on IEP progress reports and enter ongoing program data related to this topic for scholarship recipients	Yes	Can enter and edit only data pertaining to a student's IEP goals/objectives and the quarterly progress reports. Does not allow submission of quarterly progress reports.	Yes
District Reviewer	Public school district personnel chosen to review scholarship applicant data.	Yes	Can review and edit student data* (i.e. review student applications to determine scholarship eligibility, edit data, flag application in cases of data discrepancies, upload IEP's and other related documents, write comments and enter SSIDs). Receives communication via e-mail from ODE scholarship program staff. *Access is limited to the application being in <i>Submitted</i> or <i>Resubmitted</i> status. District reviewer must change the application status to <i>Under Review</i> to edit/review applications.	Yes
OEDS Administrator	Person who has been authorized to make any changes or updates to an organization's OEDS profile.	Yes	Assigns the appropriate JPSN or Autism role(s) for users so they may access the online scholarship application system.	No
Principal	Head of the nonpublic school	Yes	Assigns the appropriate JPSN or Autism role(s) for users so they may access the online scholarship application system. Can enter and edit a provider application for participation in the JPSN or Autism Scholarship Program.	No
Primary Contact	Provider personnel chosen to serve as the liaison for the scholarship program.	No	Receives communication via e-mail from ODE scholarship program staff.	Yes

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.

Reviewing Applications

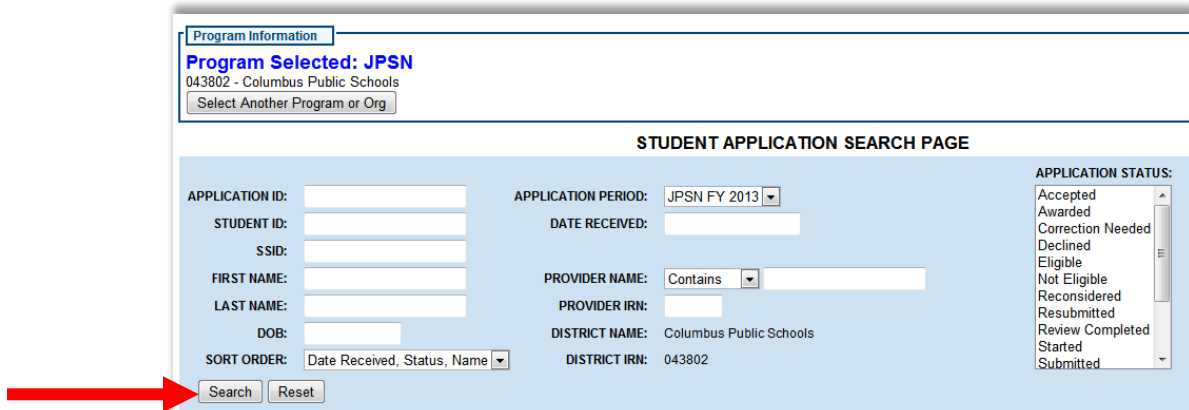
To begin reviewing applications, users will first need to access the application search page. To access the search page, click on the **Search Scholarship Application** button in the *Student* dropdown (Illustrated below with the arrow).

The screenshot shows the Ohio Department of Education website interface. At the top, there is a navigation bar with 'Ohio.gov' and 'Department of Education' logos. Below this is a dropdown menu with 'Provider', 'Student', and 'Help' options. The 'Student' dropdown is open, showing a 'Search Scholarship Application' button highlighted with a red arrow. Below the dropdown, there is a 'Program Selected: JPSN' section with a 'Select Another Program' button. The main content area is titled 'PROVIDER SEARCH PAGE' and contains search criteria: 'PROVIDER NAME' (set to 'Equals'), 'PROVIDER IRN', 'COUNTY' (set to 'All'), and 'APPLICATION PERIOD' (set to 'All'). There are 'Search' and 'Reset' buttons at the bottom of the search criteria. On the right side, there is a 'PROGRAM' section listing 'Autism Scholarship' and 'Jon Peterson Special Needs Scholarship'. An 'Email Contact: peterson.as' link is also visible.

The *Student Application Search Page* 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 second application period, 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 arrow). All applications in Submitted status should now be listed.



Program Information
Program Selected: JPSN
 043802 - Columbus Public Schools
 Select Another Program or Org

STUDENT APPLICATION SEARCH PAGE

APPLICATION ID: APPLICATION PERIOD: JPSN FY 2013
 STUDENT ID: DATE RECEIVED:
 SSID:
 FIRST NAME: PROVIDER NAME: Contains
 LAST NAME: PROVIDER IRN:
 DOB: DISTRICT NAME: Columbus Public Schools
 SORT ORDER: Date Received, Status, Name DISTRICT IRN: 043802

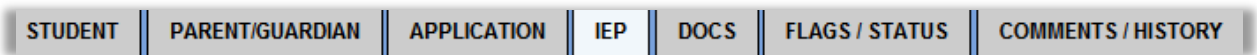
APPLICATION STATUS:
 Accepted
 Awarded
 Correction Needed
 Declined
 Eligible
 Not Eligible
 Reconsidered
 Resubmitted
 Review Completed
 Started
 Submitted

Search Reset

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

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	

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



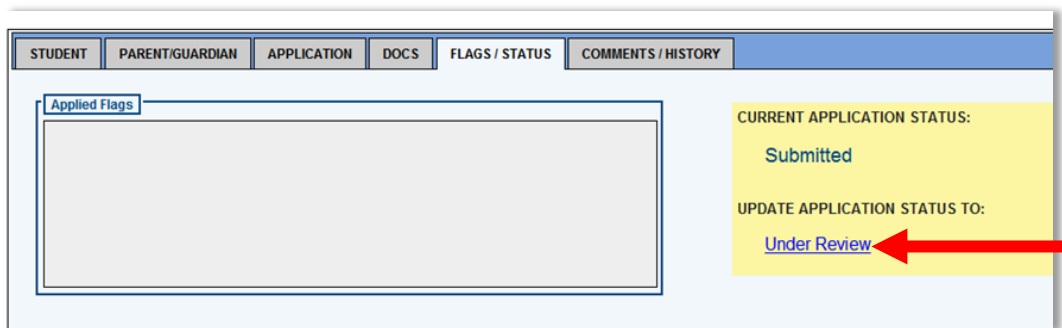
- Student** Contains student information (DOB/grade/SSID/etc.)
- Parent/Guardian:** Contains primary and secondary parent guardian information (address/phone/email/etc.)
- Application:** Contains information related to the student's provider and district of residence.
- IEP:** Contains information related to the student's Individualized Education Program (IEP dates/summary/services/etc.)

- Docs:** Contains an interface to upload and store required documents (scanned application form/ IEP/ birth certificate/ etc.)
- 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).



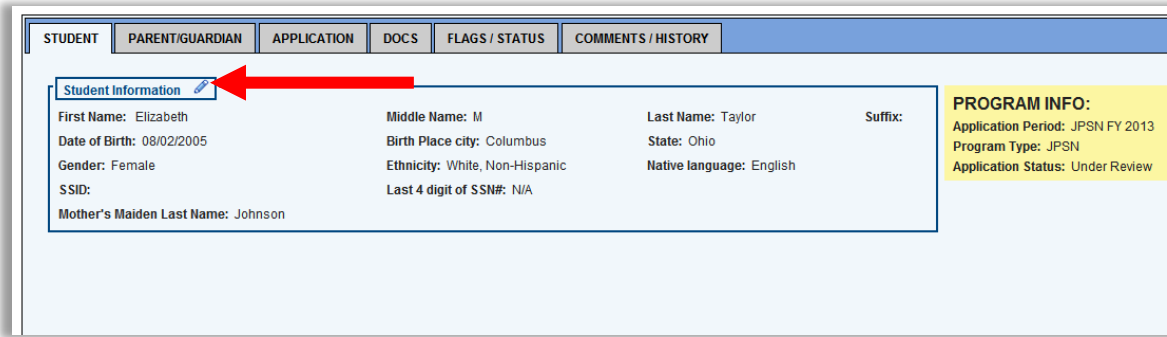
6. Select **Under Review** to begin reviewing the student’s application. (Illustrated below with the arrow).



Student

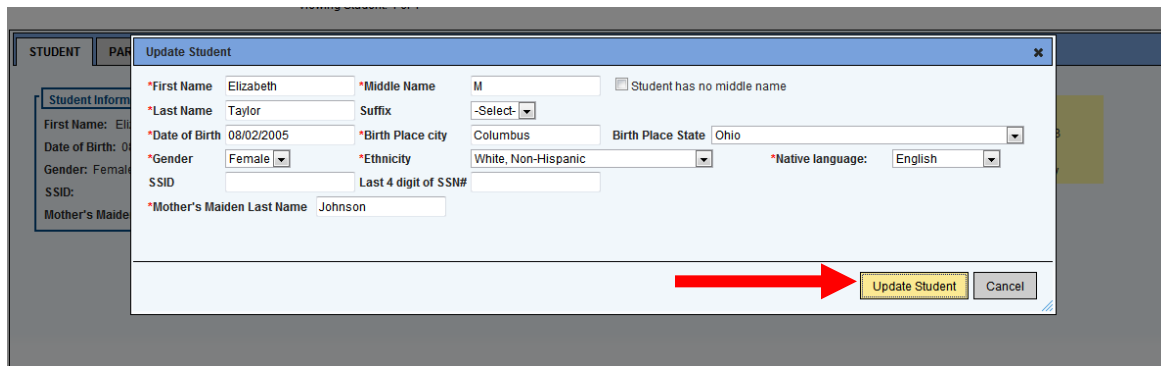
The first tab of the student application review is the *Student* information section. It is very important that the student information on this page is **exactly as it appears on the student’s birth certificate** (or other legal documentation if a student’s name has been legally changed). This information 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).



STUDENT	PARENT/GUARDIAN	APPLICATION	DOCS	FLAGS / STATUS	COMMENTS / HISTORY
Student Information					PROGRAM INFO: Application Period: JPSN FY 2013 Program Type: JPSN Application Status: Under Review
First Name: Elizabeth Date of Birth: 08/02/2005 Gender: Female SSID: Mother's Maiden Last Name: Johnson	Middle Name: M Birth Place city: Columbus Ethnicity: White, Non-Hispanic Last 4 digit of SSN#: N/A	Last Name: Taylor State: Ohio Native language: English	Suffix:		

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).



Update Student

*First Name: Elizabeth *Middle Name: M Student has no middle name

*Last Name: Taylor Suffix: -Select-

*Date of Birth: 08/02/2005 *Birth Place city: Columbus Birth Place State: Ohio

*Gender: Female *Ethnicity: White, Non-Hispanic *Native language: English

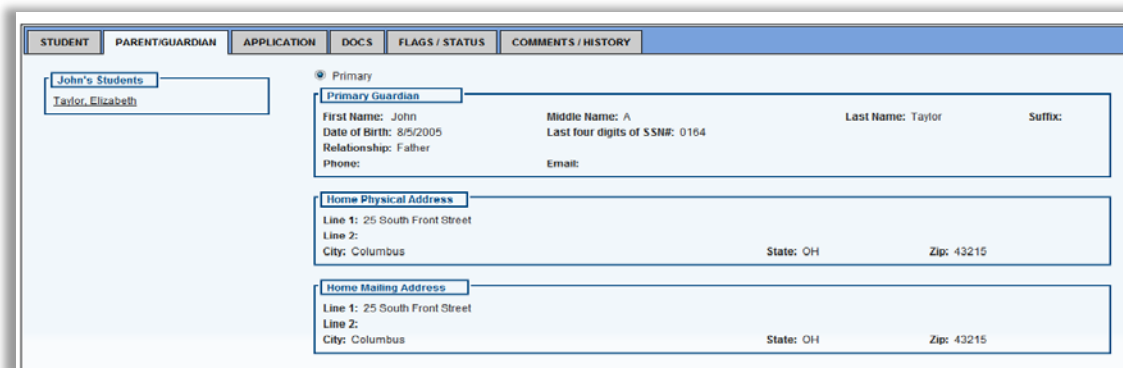
SSID: Last 4 digit of SSN#

*Mother's Maiden Last Name: Johnson

Update Student Cancel

Parent/Guardian

The second tab of the provider application contains parent/guardian information. The public school district will need 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.



STUDENT	PARENT/GUARDIAN	APPLICATION	DOCS	FLAGS / STATUS	COMMENTS / HISTORY
John's Students Taylor, Elizabeth					
Primary Guardian					
First Name: John Date of Birth: 8/5/2005 Relationship: Father Phone:		Middle Name: A Last four digits of SSN#: 0164		Last Name: Taylor Suffix:	
Home Physical Address Line 1: 25 South Front Street Line 2: City: Columbus State: OH Zip: 43215					
Home Mailing Address Line 1: 25 South Front Street Line 2: City: Columbus State: OH Zip: 43215					

