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

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/](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.
• 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.

![Select Program Scholarship Parent Dashboard]

• 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 Details](image)

• 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).
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.
Student Module

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

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>This tab contains basic student information (student name, date of birth, etc.)</td>
</tr>
<tr>
<td>Parent Guardian</td>
<td>This tab contains the information of the primary and second parent/guardian.</td>
</tr>
<tr>
<td>Application</td>
<td>This tab contains information related to the student’s provider and district of residence.</td>
</tr>
<tr>
<td>IEP</td>
<td>This tab contains information related to your child’s Individualized Education Program (IEP dates, summary, services, goals/objectives, etc.).</td>
</tr>
<tr>
<td>Docs</td>
<td>This tab contains documents related to your child’s scholarship (scholarship application, IEP, Acceptance Form, etc.).</td>
</tr>
<tr>
<td>Status/Flags</td>
<td>This tab contains information related to the current status of your child’s application.</td>
</tr>
<tr>
<td>Comments/History</td>
<td>This tab contains comments from the provider, district or scholarship office.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Form</td>
<td>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.</td>
</tr>
<tr>
<td>Progress Report</td>
<td>This tab contains the quarterly progress reports.</td>
</tr>
<tr>
<td>Invoice</td>
<td>This tab contains the monthly invoices submitted by each provider.</td>
</tr>
<tr>
<td>Account Summary</td>
<td>This tab contains a record of accepted invoices and payments.</td>
</tr>
<tr>
<td>Payment</td>
<td>This tab contains a record of the scholarship payments including payment status and payment dates.</td>
</tr>
<tr>
<td>Finance Docs</td>
<td>This tab contains a copy of the Reallocation Form (if applicable).</td>
</tr>
</tbody>
</table>
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.
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).

- 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.

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