

Parent Portal User Manual



**Jon Peterson Special Needs and
Autism Scholarship Programs**

October 2025



**Department of
Education &
Workforce**

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Create an OH|ID Account

Access to the Ohio Department of Education and Workforce’s parent portal is available through the Department’s OH|ID portal. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education and Workforce users can access Department of Education and Workforce and other statewide applications in a more secure, streamlined way.

Parents/Legal Guardians must create an OH|ID account and a Department of Education and Workforce Profile to access the parent portal.

Begin by navigating to <https://ohid.ohio.gov/>. Click on the “Create An Account” link and follow the prompts.

For further assistance, please click the OHID Help link in the upper right corner of the webpage.

Department of Education and Workforce Profile Setup

You will create your Department of Education and Workforce profile (or link to your existing Department of Education and Workforce profile) after setting up your OH|ID account. Go to <https://ohid.ohio.gov/> to log in to your OH|ID account. Click on the Department of Education and Workforce Profile Setup app and follow the steps. If this app is not available under the My Apps section of your OHID account, go to the App Store and search for the app.

Request Access to Scholarship Application

Please complete the following steps to request access to Scholarship Programs application:

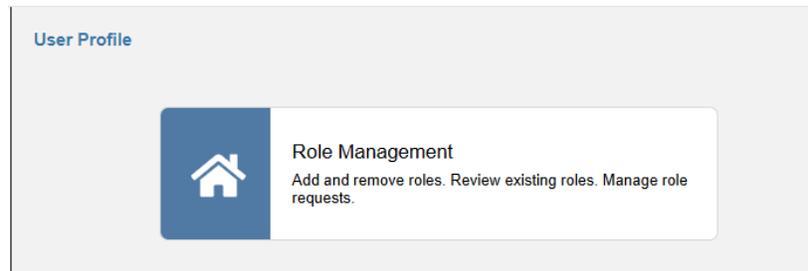
Step 1. First, you must have an OH|ID account and create a Department of Education and Workforce Profile. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual.

Step 2. After you have created an OH|ID account and Department of Education Profile, navigate to <https://ohid.ohio.gov/> and log in to your OH|ID account.

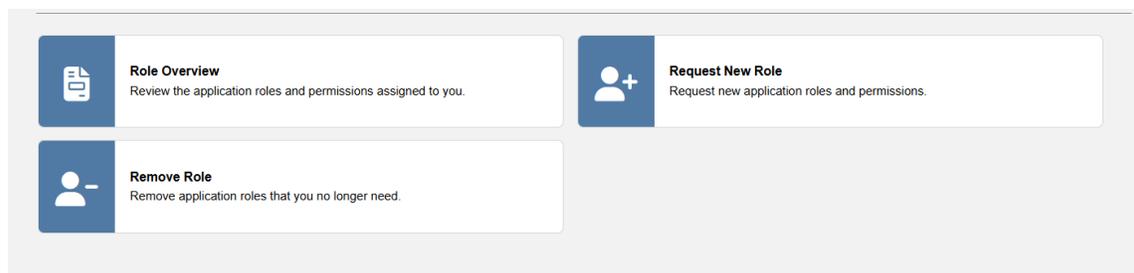
Step 3. Open the **Department of Education and Workforce Application Request** app under **My Apps**.



Step 4: Select Role Management will take the user to their Personal Role Management page.



Step 5: Click on Request New Role tile. From the *Select Organization drop down select “Roles not related to any specific organization”. Users can search for roles by selecting the system and role via the Select Role By System option. From the Select System dropdown choose “Scholarship”. Please click the box next to Scholarship Parent.



Step 6: Once the user finds the role(s) they want to add, they will select the checkbox and enter a Reason for Requesting the role. For Parent Portal Access, please state Parent Name, Students Name, and the scholarship program your student is participating in. Once completed, users will click *Add Role(s) to Cart to add the roles to their role cart. Once the user adds roles to their role cart, they will see the roles in their cart at the bottom of the screen.

User Profile

Please choose the role group for which you are requesting a role.

*Select Role Groups
Roles not related to any specific organization

Request New Role

*Select Role By System *Select Role Directly

*Select System
Scholarship

Role Select Information

*Select Role(s)

Scholarship Parent

*Reason for Requesting the role.

Please add reason to Add Role

*Effective Date
06/23/2025

Scholarship Provider Applicant

***Add Role(s) to Cart**

Roles Added to Request Cart: 0

Step 7: Once the user has all roles added to their role cart, the user will submit the request by clicking the “Submit Role Request” button. The user will see a success message if the user’s role request was successfully submitted. The user can click the “Take me back to the home page” button to navigate back to the Role Management home page.

Role Select Information

*Select Role(s)

Scholarship Provider Applicant

***Add Role(s) to Cart**

Roles Added to Request Cart: 1

Scholarship Parent

[Back](#) **Submit Role Request**

The parent/guardian is now ready to access the Scholarship Programs application.

Scholarship Programs Application

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.

Step 1. Select the “Scholarship Programs” application from My Apps within OH|ID.

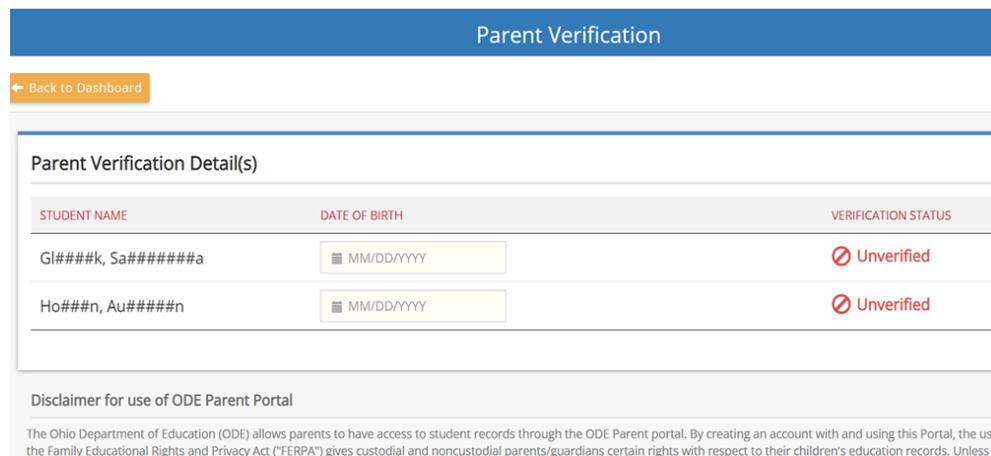


The scholarship parent dashboard should now be displayed. If this is your first time accessing the scholarship system or if you have not yet verified your child's data, click the link to verify your child.



Step 2. 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 application record.



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.

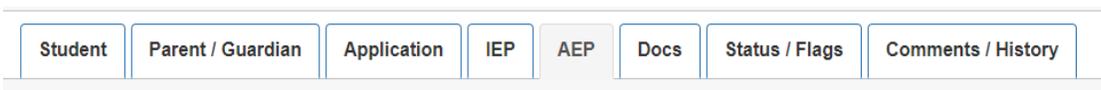
If you have multiple children participating in the scholarship programs, complete these steps until all children have been verified.

Step 3. Once your child is in Verified status, click the Back to Dashboard button.

Scholarship System Guide

Student Module

Step 1. Use the tabs along the top of your child’s scholarship record to view different types of information. Currently, the student application is read-only. If information needs to be updated, please contact your primary provider.



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.).
AEP (Autism Scholarship Only)	This tab contains information related to your child’s Autism Education Plan (AEP start date, 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

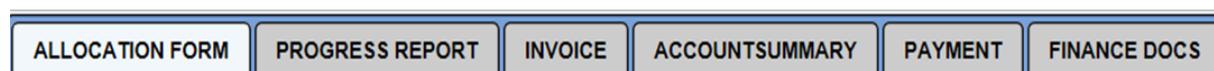
Once your child's scholarship is in Accepted status, you can view the finance module of the scholarship record.

Step 1. To access your child's finance information, click the *View Finance Details* button (illustrated below). The finance section of your child's scholarship record should now be displayed.

Period: Autism FY 2022 Type: Renewal Status: Accepted

[NEXT >](#) [View Finance Details](#)
[Back to student search results](#)

Step 2. 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 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).

PROGRESS REPORT

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:

Step 1. Select the Progress Report tab (illustrated below).



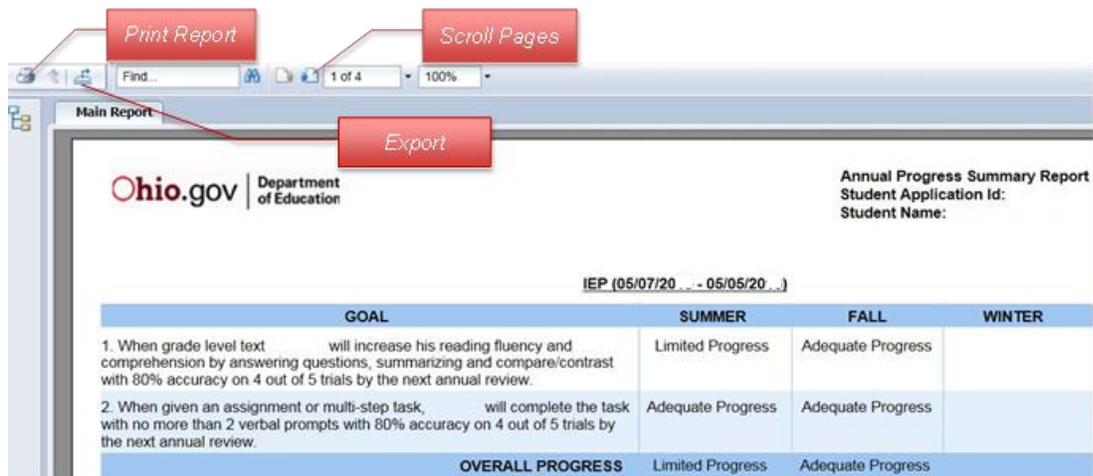
Step 2. Next, select the Generate Annual Progress Report button (illustrated below).



A screenshot of a web interface showing a table of progress reports and two buttons below it. The table has columns for QUARTER, PROVIDER, STATUS, SUBMITTED DATE, GOTO, DELETE, and PRINT. Below the table are two buttons: 'Add Quarterly Progress Report' and 'Generate Annual Progress Report'.

QUARTER	PROVIDER	STATUS	SUBMITTED DATE	GOTO	DELETE	PRINT
Spring 2022	Heartland Christian School	Progress Report Accepted	5/24/2022 10:10:03 AM			
Winter 2022	Heartland Christian School	Progress Report Accepted	3/14/2022 2:24:43 PM			
Fall 2021	Heartland Christian School	Progress Report Accepted	12/8/2021 12:04:30 PM			
Summer 2021	Heartland Christian School	Progress Report Accepted	9/23/2021 2:26:42 PM			

Step 3. The progress report should now be displayed. Select print.

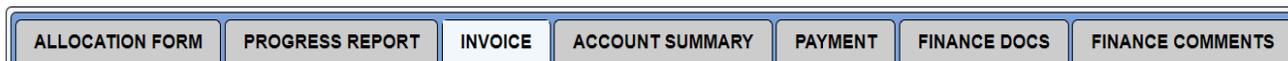


INVOICE

Providers can invoice monthly, quarterly, etc. The invoicing window for providers opens every month on the 1st and closes on the 10th. Providers can invoice for any previous month in the scholarship year. Special education services can be invoiced individually within the same invoice.

To view and print an invoice, complete the following steps:

Step 1. Select the Invoice tab (illustrated below).



Step 2. Click the magnifying glass icon  in the GO TO column to access your child's invoices.



Step 3. View services invoiced by staff and costs per month. Providers are required to give parents a fee schedule, which lists the costs of services.

Invoice  					
Service	Service Start	Service End	Staff	Amount	
Education Services	8/18/2021	8/31/2021	Anabel McFadden	\$2,362.50	
Intervention Services	8/18/2021	8/31/2021	Alexis McCabe	\$393.75	
Aide Services	8/18/2021	8/31/2021	James Donald	\$393.75	
Total amount requested in this Invoice:				\$3,150.00	

Step 4. Click [CLICK HERE TO VIEW DETAILS](#) to learn more about the invoice details.

[CLICK HERE TO VIEW DETAILS](#)

Amount to be paid by ODE for this Invoice	\$3,150.00
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Step 5. The invoice details are current as of the last invoice submitted by the provider(s).

[CLICK HERE TO HIDE DETAILS](#)

Invoice details as of 9/2/2021 8:54:45 AM

1) Total Annual amount allocated to the Provider in the Allocation Form	\$31,500.00
2) Total amount previously invoiced by the Provider	\$0.00
3) Total amount remaining for the Provider (<i>subtract line 2 from line 1</i>)	\$31,500.00
4) Amount allocated for the Provider in the Allocation Form for Aug 2021 Billing Cycle	\$3,150.00
5) Total amount previously invoiced by the Provider in Aug 2021 Billing Cycle	\$0.00
6) Total amount remaining in Aug 2021 Billing Cycle (<i>Subtract line 5 from line 4</i>)	\$3,150.00
7) Amount available for the Provider for this Invoice before carry forward (<i>use lower amount from line 3, line 6</i>)	\$3,150.00
8) Amount carried over	\$0.00
9) Total amount available for the provider for this Invoice (<i>add line 7, line 8</i>)	\$3,150.00
10) Total amount requested by the Provider for this Invoice	\$3,150.00
11) Total amount Approved by ODE in Aug 2021 Billing Cycle (<i>use lower amount from line 9, line 10</i>)	\$3,150.00
Amount to be paid by ODE for this Invoice (<i>use line 11</i>)	\$3,150.00

Contact Information

Autism Scholarship

Autismscholarship@education.ohio.gov

Jon Peterson Special Needs Scholarship

Peterson.scholarship@education.ohio.gov

If you have questions, please call our office line at 614-728-3480.

***For assistance with your OH|ID account, please contact the OH|ID helpdesk at 614-644-6625.**