



# Using Your OSP Family Portal

# Logging In

- ▶ [ospfamilyportal.force.com](http://ospfamilyportal.force.com)
- ▶ If you created a portal last year, you do not need to create a new account
- ▶ Your email is your username

Return to D.C. Opportunity Scholarship Main Site Español

### New/Renewal Families

All families, both new applicants and current recipients, must first **CREATE AN ACCOUNT** in order to log in to their family portal to complete an application. If you created an account prior to the 2016-2017 school year, you must create a new account.

[CREATE AN ACCOUNT](#)

### Family Portal Login

If you have already created an account and need to submit your application or view your status, you may log in here. If you do not have this information, all families must first register by creating an account using the button above.

[LOGIN](#) [Forgot Password](#)

# Navigation

- ▶ 1: MY APPLICATION  
Application status for next year
- ▶ 2: MY STUDENTS  
Student status for current year
- ▶ 3: MY DOCUMENTS  
Documents for Eligibility
- ▶ 4: UPDATES  
Updates from SOC/Schools
- ▶ 5: SCHOOL GUIDE  
Find a participating school
- ▶ 6: LOGOUT  
Don't forget to log out!
- ▶ 7: SUPPORT  
Click here to send SOC a message
- ▶ 8: ENGLISH/ESPÑOL  
Toggle between languages

The screenshot shows the top navigation bar of the 'SERVING OUR CHILDREN' website. The logo is on the left, followed by the text 'SERVING OUR CHILDREN'. To the right, there are links for 'LOGOUT', 'SUPPORT', and 'ENGLISH/ESPAÑOL'. Below the logo, it says 'Application School Year 2018-2019', 'Sample Parent', and 'GU-780509490'. The main navigation menu includes 'MY APPLICATION', 'MY STUDENTS', 'MY DOCUMENTS', 'UPDATES', and 'SCHOOL GUIDE'. The main content area features the title 'D.C. Opportunity Scholarship Program' and a list of required information for application submission. A green button labeled 'START OR CONTINUE AN APPLICATION' is visible at the bottom of the content area.

**SERVING OUR CHILDREN**

Application School Year 2018-2019    Sample Parent    GU-780509490

LOGOUT    SUPPORT    ENGLISH/ESPAÑOL

MY APPLICATION    MY STUDENTS    MY DOCUMENTS    UPDATES    SCHOOL GUIDE

## D.C. Opportunity Scholarship Program

The Opportunity Scholarship Program awards K-12 scholarships to Washington D.C. families. The following are items that you will need in order to submit the application:

- Social Security numbers for all students and adults in the household
- Dates of birth for all students and adults in the household
- Previous year income information or SNAP benefit information

After filling out the required information and submitting, you will need to upload the following documents in order to complete your application:

- Proof of D.C. residency
- Income tax information or SNAP benefit information

[START OR CONTINUE AN APPLICATION](#)

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# 1: My Application

Once you submit your application, you will see this page

- ▶ 1: Update Application
  - ▶ Appears if new information is needed on application
  - ▶ Often because of a missing household member
- ▶ 2: Submit Documents
  - ▶ Appears if you are still missing documents for eligibility
- ▶ 3: Student Application Status
  - ▶ View application and eligibility status
  - ▶ Once complete and awarded, student School Placement Form can be downloaded under "Placement Status"

The screenshot shows a user interface for 'My Application'. At the top is a green navigation bar with links: MY APPLICATION (with a circled 1), MY STUDENTS, MY DOCUMENTS, UPDATES, and SCHOOL GUIDE. Below the navigation bar are three main content sections:

- Section 1 (Red background):** 'Your Family Application Needs to be Updated' (with a circled 1). Below the title is the text 'A message here will explain what you need to update'. To the right is a red button labeled 'Update Application' with a red arrow pointing to it.
- Section 2 (Blue background):** 'Submit Required Documents' (with a circled 2). Below the title is the text 'You still have documents to submit with your application'. To the right is a blue button labeled 'Submit Documents' with a red arrow pointing to it.
- Section 3 (White background):** 'Student Application Status' (with a circled 3). Below the title is a table with the following data:

Name	Application Type	Status	Eligibility	Placement Status for 2018-2019
Sample Student	Returning	In Progress	Not Yet Checked	

# 2: My Students

Students with the award for the current school year will be on this page

- ▶ If a student is not placed
  - ▶ Print SPF (School Placement Form) is available
- ▶ If a student is placed
  - ▶ School and Grade will display
- ▶ Actions
  - ▶ 1: Payments
    - ▶ View scholarship payment information
  - ▶ 2: Exit Student
    - ▶ Use if student is exiting or transferring
  - ▶ 3: Summer School
    - ▶ View what to do for students attending summer school

MY APPLICATION ② MY STUDENTS MY DOCUMENTS UPDATES SCHOOL GUIDE

### Current Enrollment Information

	Name	Max Award	Placement/Grade	Summer School
Actions ▾	Sample Student	\$8,653.00	PRINT SPF ←	

MY APPLICATION ② MY STUDENTS MY DOCUMENTS UPDATES SCHOOL GUIDE

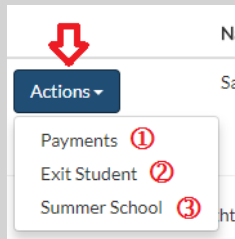
### Current Enrollment Information

	Name	Max Award	Placement/Grade	Summer School
Actions ▾	Sample Student	\$8,653.00	Sample School Two (grade 4)	

- Payments ①
- Exit Student ②
- Summer School ③

# Viewing Payment Information

1: Under Actions, select "Payments"



► A brief overview will display

Invoice for Sample Student ×

Total Invoiced	\$	6300	.00
Total Paid from Scholarship	\$	3300	.00
Remaining Balance	\$	5353	.00

[View Invoice](#)

Close

► "View Invoice" shows Invoice Confirmation Report (ICR)

Page 1 of 3

## Invoice Confirmation Report

### D.C. Opportunity Scholarship Program

Sample Student  
2017-2018

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Please review the tuition and fees invoiced to your student's D.C. Opportunity Scholarship on this report. Before endorsing the Invoice Confirmation Report (ICR) and your check, clarify with the school any charges that you feel are unclear or incorrect. **You should not sign this report or endorse your scholarship check unless the information shown is accurate and complete.**

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**Invoice Total**

Fee Category	Fee Name	Amount Invoiced	School	Amount Paid	Date Approved	Check Number
Tuition	Sample Tuition	\$6,000.00	Sample School Two	\$3,000.00	08/01/2017	03032
Uniform	Sample Uniform	\$300.00	Sample School Two	\$300.00	08/01/2017	03032

**Yearly Invoice**

Amount Invoiced to Date	Total Scholarship	Total Paid From Scholarship	Remaining Balance
\$6,300.00	\$8,653.00	\$3,300.00	

**Certification**

By signing below, I hereby certify that the above costs are the actual amounts that have been paid on behalf of my student at the school. I understand that these costs are paid with federal funds and that it is my obligation to ensure an accurate report of the amounts that have been spent.

Signature of Parent/Guardian

Name of Parent/Guardian

Date

# 3: My Documents

Here you can manage your eligibility documents

## ► Status

- Look here to view document status. Document may be Accepted, Needed, Under Review, Not Applicable, or Not Accepted

## ► Item

- Lists specific item needed

## ► Uploaded Document

- See attachments already submitted

## ► Notes

- Additional details about item

## ► Upload

- Click to upload document, follow instructions to select item to upload

The screenshot shows a web application interface with a green header containing navigation links: MY APPLICATION, MY STUDENTS, MY DOCUMENTS, UPDATES, and SCHOOL GUIDE. The main content area is titled 'Required Documents' and includes a sub-header 'Residency' with a table of documents. Below this is the 'Income' section with a sub-header 'Sample Parent' and another table. The 'Student' section is partially visible at the bottom.

### Required Documents

The documents listed below are required to complete the application. For a complete list of acceptable documentation and important dates please review our [Checklist and Deadlines](#). If there are forms that need to be downloaded you can access them via our [Document Library](#).  
If needed, download and print these documents. Upload your completed documents below.

#### Residency

Documents to prove DC residency

Status	Item	Uploaded Document	Date Verified	Notes	Action
Accepted	List A- Paystub	09/15/2017 - Sample Residency.jpg	9/15/2017		

UPLOAD ADDITIONAL

#### Income

Documentation for all income received for 2016

##### Sample Parent

Status	Item	Uploaded Document	Date Verified	Notes	Action
Needed	Federal Tax Return				UPLOAD
Under Review	W2s, 1099s, Schedules	09/15/2017 - Income Sample.jpg			

UPLOAD ADDITIONAL

#### Student

School documentation showing current school name, current school year or date, current grade level and student name.

##### Sample Student

Status	Item	Uploaded Document	Date Verified	Notes	Action
Needed	Current SY Documentation				UPLOAD



## 4: Updates

Check this page for updates from SOC or from your school

MY APPLICATION MY STUDENTS MY DOCUMENTS 4 UPDATES SCHOOL GUIDE

### Updates

Currently there are no updates

**From Serving Our Children**

← Newer Older →

**From Your Schools**


← Newer Older →

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## 5: School Guide

Use this page to help start your search for a participating OSP School

MY APPLICATION MY STUDENTS MY DOCUMENTS UPDATES  SCHOOL GUIDE

### School Guide

Your Address **(required)**

Distance (miles)


2 ▼

Ward

-- Choose one -- ▼

Locations to Display

10 ▼

 **SEARCH FOR SCHOOLS**

# QUESTIONS?

## Contact us!

- ▶ 1615 L Street NW Suite 750  
Washington, DC 20036
- ▶ 1-888-DC-YOUTH (329-6884)
- ▶ [info@servingourchildrendc.org](mailto:info@servingourchildrendc.org)
- ▶ Walk-in Days:  
Monday, Wednesday, Fridays  
1pm to 4pm

If you are experiencing an error with the Family Portal, please try to have the following information:

- ▶ Type of device (Mobile phone, tablet, computer)
- ▶ Internet browser (Chrome, Safari, etc)
- ▶ Error message (screenshots or picture of message if possible)
- ▶ Page you were on when error happened
- ▶ Time the error happened