OSP Participating Schools Timeline: A Year in S.T.A.R.S

S.T.A.R.S: Scholarship Transaction & Application Review System

June to August
- Prepare for document collection
- Academic Year Calendar, Published Tuition & Fees
- Begin to Submit School Placement Forms (SPFs) to SOC Staff
- In S.T.A.R.S
- Update Staff Changes
- Review School Detail page for updates
- Review Enrollment for new school year in Reports

August
- (after S.T.A.R.S System is rolled over to the new school year)
- Submit Letter of Agreement
- Submit Calendar, Published Tuition and Fees
- Enter Fees for Approval
- Enter Calendar - Holidays and Breaks
- Complete Annual School Requirement (ASR)
- Continue to check Enrollment report to ensure students placed

September to October
- Invoice for Payment 1
- Continue to submit any School Placement Forms (SPF)
- Inform SOC of Students that Did Not Attend, Exited or Transfered
- Sign up for STARS School Training/Refresher Sessions

October to January
- Submit Financial Audits
- Continue to submit any School Placement Forms (SPF)
- Inform SOC of Students that Did Not Attend, Exited or Transfered

January to February
- Invoice for Payment 2
- Inform SOC of Students that Did Not Attend, Exited or Transfered

May to June
- Close out payments for Current School Year
- Process any Exit/Transfer/Late Placed Students (SPFs)
- Summer School
- Refunds