

Follow the steps below to complete your DC Opportunity Scholarship Application and your Private School application

It is important to note that applying for a D.C. Opportunity Scholarship (OSP), and applying to a participating OSP Private School are two entirely separate and distinct processes. To be successful, we strongly encourage families to complete the application for the opportunity scholarship program while, at the same time, beginning the application process to any and all participating private school/s you may want your student to attend. The Serving Our Children office has dedicated staff to assist you with completing the Opportunity Scholarship application and the private school application process. Parents should apply to the school/s of their choosing even before they are awarded the Opportunity Scholarship, as many of our participating schools close their application process early in the year, and before OSP scholarships are awarded.



## OSP Scholarship Application Process for New and Returning Applicants

- ☐ All new applicants **and** returning students must complete the D.C. OSP Application every year:
  - The application for the upcoming school year will be available online. Please visit the SOC website for the official application open date.
  - Complete Online Application: <https://servingourchildrenc.org/our-program/apply/> or
  - Complete the Application at the Serving Our Children (SOC) Office—1707 L Street NW Suite 300 Washington, DC 20036.
    1. Submit proof of current D.C. Residency
    2. Submit proof of all income for you and **ALL** adults in your financial household
    3. Submit documentation of current student enrollment (if applicable)
      - Please review the Renewal/Application Checklist <https://servingourchildrenc.org/our-program/document-library/> for a list of acceptable documents required to complete your application.
- ☐ Check the parent portal <https://ospfamilyportal.secure.force.com/> and your email frequently to ensure the documents submitted meet scholarship guidelines.



## Private School Application Process

All families must separately apply to a private school. This process should be started immediately for new families, or returning families interested in switching schools.

- ☐ Apply to a participating D.C. OSP private school.
  1. Contact the school/s of your choosing to get important information regarding how to apply for admissions, financial aid and upcoming admissions deadlines.
  2. Schedule an appointment with Natasha Yeargin, Serving Our Families Representative for assistance with the private school application and financial aid application.
    - [natasha@servingourfamiliesdc.org](mailto:natasha@servingourfamiliesdc.org) or 1-888-329-6884.
  3. Refer to our participating school list by visiting <https://servingourchildrenc.org/our-program/find-a-school/> to identify schools of interests.
- ☐ Complete the Private School Application at the school/s of your choosing.
  - SOC will reimburse families for the cost of up to 5 application/s and/or testing fees per student. The subsidy includes the TADS application fee.
  - Families can receive a reimbursement by retrieving the private school application fee subsidy form from the SOC website: <https://servingourchildrenc.org/our-program/document-library/>
- ☐ Plan to attend school information sessions and schedule school visits.



## New Applicants & Scholarship Process

**New Applicant/s:** First-time applicant/s are families that have never been awarded an OSP scholarship.

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- ☐ Visit the OSP Parent Portal <https://ospfamilyportal.secure.force.com/> to complete your application and to submit required documents online. Check back often for updates regarding your scholarship application status.

## Eligibility Status

- ☐ **Not Eligible** — families who are over income or are unable to show proof of D.C. residency will receive a letter in the mail and/or email explaining why their application is **not eligible** for the scholarship.
- ☐ **Eligible for Lottery**--- new applicants will receive an email notification from the Parent Portal if they have submitted all necessary documents, met all of the requirements, and will be included in the lottery. When necessary, multiple lotteries will be scheduled throughout the application cycle.
- ☐ Visit the SOC website for all lottery deadlines: <https://servingourchildrenc.org/our-program/calendar/>
- ☐ **Awarded Scholarship**--- new applicants will receive an award letter in the mail and via email once they have been awarded the scholarship.
  - **Please Note:** This notification is sent from the parent portal to the mailing address and email address listed on your submitted application. If this information has changed, please notify SOC Staff at [info@servingourchildrenc.org](mailto:info@servingourchildrenc.org) or call 202-888-DC-YOUTH (329-6884).

Once you are **Awarded** the scholarship and have **Applied** and been **Accepted** to an OSP participating private school, you must complete the following steps:

- ☐ Review the **Using Your Scholarship Guide** on the SOC website: <https://servingourchildrenc.org/our-program/document-library/>

## School Placement

Once your student is **Accepted** to an OSP participating school, you must complete the following steps to place your student in that school:

- ☐ During the month of May, login to your account on the SOC Parent Portal <https://ospfamilyportal.secure.force.com/> to retrieve the School Placement Form (SPF) for each student who has been awarded the scholarship.
- ☐ Complete the School Placement Form (SPF) and submit to the school your child has been accepted to and will attend for the school year indicated on the SPF.



## **Returning and Renewal Applicants & OSP Scholarship Process**

**Returning and Renewing Applicants:** Applicants awarded the scholarship in a previous year(s), regardless of whether or not the scholarship was used in any given year. All returning/renewing applicants must renew the scholarship every year.

- ☐ Login to the SOC parent portal <https://ospfamilyportal.secure.force.com/> to complete your application and submit required documents online. OR
- ☐ Complete Application at the Serving Our Children (SOC) Office—1707 L Street NW Suite 300, Washington, DC 20036.

\*Proof of D.C residency and income (of previous or current year) is required. (**Any changes in residency or income can affect your scholarship eligibility**).

## Eligibility Status

- ☐ **Not Eligible** — families who are over income or are unable to show proof of D.C. residency will receive a letter in the mail and/or email explaining why their application is **not eligible** for the scholarship.
- ☐ **Awarded Scholarship**--- returning applicants will receive their scholarship award letter via email.
  - **Please Note:** The notification is sent from the parent portal to the mailing address and email address listed on your submitted application. If this information has changed, please notify SOC Staff at [info@servingourchildrenc.org](mailto:info@servingourchildrenc.org) or 202-888-DC-YOUTH (329-6884).

Once you are **Awarded** the scholarship, complete the following steps:

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☐ Review the **Using Your Scholarship Guide** located on the SOC website: <https://servingourchildrendc.org/our-program/document-library/>

1. If you are planning to enroll your student in a different OSP Participating School for the upcoming school year, be sure to apply for admission to the new school before the application deadline. To identify schools of interest, refer to the participating school directory located on the SOC website <https://servingourchildrendc.org/our-program/find-a-school/> or contact Natasha Yeargin: [natashay@servingourchildrendc.org](mailto:natashay@servingourchildrendc.org) or 1-888-329-6884, if you need assistance with applying to or selecting a participating private school.
2. If your student will return to their current OSP Participating School, proceed with completing the steps for school placement below:

## School Placement

- ☐ During the month of May, login to your account on the SOC Parent Portal <https://ospfamilyportal.secure.force.com/> to retrieve the School Placement Form (SPF) for all students awarded the scholarship.
- ☐ Complete the School Placement Form (SPF) and submit to the school your child has been accepted to and will attend during the school year indicated on the SPF.
- ☐ If your student is returning to their previously enrolled OSP Participating School, a SPF must be completed and submitted to that school prior to the start of the school year.



## Scholarship Disbursement Process (All Applicants)

Scholarship disbursements will **ONLY** be issued to students that have their School Placement Form (SPF) in the SOC system and are currently accepted at, and enrolled at a participating OSP School.

### Verifying School Placement

- ☐ Login to your account on the SOC Parent Portal <https://ospfamilyportal.secure.force.com/> then go to → My Students
  - If your student is **Not Placed**, click on Print SPF (School Placement Form) displayed on the page to retrieve your SPF, and submit the SPF to the school your child is accepted at, and will be attending.
  - If your student is **Placed**, the School and Grade will be displayed on the My Students page.

Once the student/s has been placed and enrolled at a participating OSP School, and an SPF is on file with SOC, then the following actions occur:

### Payments

School tuition and fees are calculated to create your student's invoice. Scholarship payments are made in (2) installments (once in the Fall and again in the Spring). It is important to view and approve both invoice confirmation reports to ensure you agree with the charges made towards your scholarship.

- ☐ To view the Scholarship Payment Information:
  - Login to your account on the SOC Parent Portal <https://ospfamilyportal.secure.force.com/> then go to → My Students → Actions
  - Select → Payments
  - Click → View Invoice
  - Please review the **Invoice Confirmation Report** (ICR) to verify the tuition and fees invoiced to your student's scholarship.
- ☐ Scholarship payments are issued as a check in the parent/guardian's name listed on the completed application.
- ☐ Checks are mailed to the OSP participating school where your student is enrolled.
- ☐ The school will contact the parent/guardian to endorse the check for payment.
- ☐ Parents must endorse the OSP check to the school the child is attending.

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## Student Exit and Transfer Process

If the parent/guardian is considering Exiting or Transferring their enrolled student from a D.C. OSP participating school, please notify SOC Staff immediately.

- Email: [info@servingourchildrendc.org](mailto:info@servingourchildrendc.org)
- Phone: 202-888-DC-YOUTH (329-6884)
- Office: 1707 L St., NW Suite 300 Washington, DC 20036

**IMPORTANT:** The student exit and transfer process can affect the disbursement of the scholarship and your student's available scholarship funds for the remainder of the school year.



## Reminders

- ☐ Check your email regularly for updates on your child's application status and Serving Our Children events.
- ☐ Stay connected by following us on social media:
  - Facebook: <https://www.facebook.com/dcosp/> and [socdcosp](#)
  - Instagram: [servingourchildrendc](#)
- ☐ Check the Serving Our Children website | [www.servingourchildrendc.org](http://www.servingourchildrendc.org) | regularly for upcoming deadlines, scholarship and participating school information, SOC events and more.
- ☐ Update your contact information regularly in the parent portal to receive important program information from SOC.
- ☐ Be sure to renew your application for the scholarship each school year.
- ☐ Your voice is important to us, be sure to participate in Serving Our Children surveys.