



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

- School Placement Forms (SPFs) are available to Parents of Awarded students.
- OSP Schools collect SPFs and submit to SOC.
- The OSP Application closes to initiate the End of the Year Rollover Process.
 - All previous school year student and invoicing data is archived and school user's system access is disabled.

August to September

- End of Year Rollover is complete and S.T.A.R.S access is restored. New School Users can request system access.
- The OSP Application for the next school year is open.
 - All Awarded OSP students will receive an award letter.
- Sign up for S.T.A.R.S School Training/Refresher Sessions to assist with completing Payment 1 Steps.

September to October

Invoicing for Payment 1 in S.T.A.R.S

- Complete & Submit the Letter of Agreement.
- Enter Tuition & Fees for Approval.
- Enter School Calendar: Holidays & Breaks
- Complete the Annual School Requirement (ASR).
- Submit SPFs for all enrolled OSP students

October to January

- Continue to Invoice for Payment 1 in S.T.A.R.S.
- Review the OSP enrollment report to monitor total placed OSP students.
- Inform SOC of Students that Did Not Attend, Exited or Transferred.

January to February

- Submit Financial Audit to Invoice for Payment 2.
- Inform SOC of students that Did Not Attend, Exited or Transferred.

May to June

- Close out payments for Current School Year
- Process any Exit/Transfer/Late Enrolled Students (SPFs)
- Enroll Summer School students & submit SPFs to SOC
- Issue Refunds

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D.C. Opportunity Scholarship Program
1707 L Street NW, Suite 300
Washington, DC 20036

Email: ospschools@servingourchildrencdc.org | Phone: (202) 464-6712 | Fax: (202) 330-5002
Visit us: www.servingourchildrencdc.org | [f](#) [dcosp](#) | [i](#) [servingourchildrencdc](#)