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

Last Updated September 1, 2022