The purpose of this guide is to provide D.C. OSP Participating Schools with the steps of student placement, invoicing, scholarship disbursement, student exits and transfers, etc.

Student Placement and SPFs

Parent/Guardian Process

- Once the OSP application is submitted and completed for the upcoming school year, Parents will receive an emailed OSP Award Letter for all awarded OSP students. This award letter will serve as a receipt of receiving the OSP scholarship.

- Beginning in May, parent/guardians will be notified by SOC of when to login the OSP Parent Portal to retrieve the School Placement Form (SPF) for their child(ren) awarded the scholarship.

- Parent/Guardians should complete Section 1 of the School Placement Form (SPF) and submit it to the school their child has been accepted and will attend during the school year indicated on the SPF.

- If the student is returning to their previously enrolled OSP Participating School, an SPF must be completed and submitted to that school prior to the start of the school year.

OSP School Process

- During the Month of May, schools may begin receiving the School Placement Form (SPF) for students awarded the scholarship and accepted to their school.

- A Principal or School Administrator should complete Section 2 of the School Placement Form (SPF) and submit it to the SOC office for processing at ospschools@servingourchildrendc.org.

- Please verify the student’s enrollment and grade at your school.

- If the student is returning to your school, the SPF must be completed and submitted to the SOC Office prior to the start of the school year.

SOC Process

- The School will submit the completed School Placement Form (SPF) or Parent/Guardian listed on the SPF.

SOC will check the School Placement Form for errors:

- All blank fields should be filled in
- Parent signature should be the parent named on the SPF.
- School Official signature should be from any designated school contact listed in S.T.A.R.S.
- Follow up with School or Parent/Guardian if there are any errors.
- Upload the SPF to the student record in S.T.A.R.S.
To verify your school’s student enrollment, go to the Reports tab. Select the OSP Schools Folder listed in the left panel. This folder contains reports of your current and future student enrollment. As a school administrator or OSP Contact, you should check this report periodically to ensure that the student’s enrollment via S.T.A.R.S match your school’s enrollment records. Inaccurate enrollment can affect the invoicing process and cause delays in payments.

### Invoicing and Scholarship Disbursements

#### Invoicing

Only School Payment Staff have access to the Invoice Wizard tab. For each payment cycle, school payment staff will need to utilize the current year enrollment report to ensure that you are invoicing for students currently enrolled due to student exits and transfers frequently occur throughout the school year. If you require assistance with completing the components of the OSP invoicing process, please reach out to the Serving Our Children Data Team to schedule the S.T.A.R.S School User Training. If there are any questions regarding the invoicing process, contact the Serving Our Children Finance Team.

#### Scholarship Disbursements

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

#### Payments

School tuition and fees are calculated to create a student’s invoice. Scholarship payments are made in (2) installments (once in the Fall and again in the Spring). It is important that both the Parent/Guardian and School Administrator or School Contact view and approve the Invoice Confirmation Report (ICR) to ensure both parties agree with the charges made towards the 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 the student is enrolled.
- The school will contact the parent/guardian to endorse the check for payment.
- Parents/Guardians must endorse the OSP check to the school the child is attending.
When a school or parent of an OSP student is considering exiting from a school and/or transferring to another school, please notify SOC staff immediately.

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.

SOC Process

Staff will...

- Gather student exit information from school or parent:
  - School the student is exiting from
  - Date student last attended exit school
  - Reason for exit/transfer
  - School student is transferring to (include specific school if transferring to another OSP school).
  - Date student began attending transfer school (if applicable).

- Send an email to the exiting school with the exit form attached and cc’ the Finance team.

The SOC Finance team will...

1. Contact the school to confirm the exit/transfer date of the student.
2. Contact the parent/guardian to confirm exit/transfer date.
3. Determine the start date at the new school (if applicable).
4. When the exit and/or transfer form is completed and received from the school, the student record is updated.

OSP School Process

The School Administrator or OSP Contact will receive an email from a SOC staff member informing them an OSP Student’s exit or transfer and attach the Exit and/or Transfer form. The school should complete Section 1 and 3 of the Exit Confirmation Form and Section 2 of the School Transfer Form and return it to the SOC Finance team.
Serving Our Children Contacts

General Contacts:
- Rachel Sotsky | Executive Director | rachels@servingourchildrendc.org
- Kevin Mills | Manager, Family & Community Affairs | kevinm@servingourchildrendc.org
- Valerie Carpenter | Deputy Manager, Family & Community Affairs | valeriec@servingourchildrendc.org

School Relations & Finance Contact:
- OSP Schools | ospschool@servingourchildrendc.org
- Robert Uyttebroek | Manager, Finance & Operations | robertu@servingourchildrendc.org
- Tonya Sykes | Assistant Manager, Finance & Operations | tonyas@servingourchildrendc.org

SOC STARS Contacts i.e. S.T.A.R.S Login, System Updates, Reporting/Data and Training:
- Data Team | data@servingourchildrendc.org
- Sharita Page | Manager, Data & Compliance | sharitap@servingourchildrendc.org
- Robinson Mateo | Deputy Manager, Data & Compliance | robinsonm@servingourchildrendc.org

Family Support Specialist Contacts:
- Each OSP Participating Private School is assigned a Family Support Specialist. They are dedicated to host program information sessions, complete the OSP Application, provide application status updates and more.
  - Tilak Kebede | Family Support Specialist (Amharic) | tilakK@servingourchildrendc.org
  - Samir Osman | Family Support Specialist | samiro@servingourchildrendc.org
  - Kayla Thomas | Family Support Specialist (Spanish) | kaylat@servingourchildrendc.org

Reminders

- Check your email regularly for school updates 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 | regularly for upcoming deadlines, scholarship and participating school information, SOC events and more.
- Reference the OSP Participating Schools Timeline: A Year in S.T.A.R.S
- Be sure to complete and update your school detail page in S.T.A.R.S.
  - Annual School Requirement (ASR)
  - School Calendar: Holidays & Breaks
  - Fees
  - Letter of Agreement
- Be sure to check your student enrollment reports, especially when invoicing students.
- Your voice is important to us, be sure to participate in Serving Our Children surveys.

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