OSP Parent's Guide to Accessing the SPF via the Parent Portal

Congratulations, your student/s have been awarded the D.C. Opportunity Scholarship! The Next step is providing the school that your student/s will attend for the upcoming school year with the School Placement Form i.e. SPF.

1. Go to the OSP Parent Portal | https://osp.my.salesforce-sites.com/
2. Log in using your username and password.

3. Once you’re logged in, notice that the School Placement Form buttons appeared. **You now have two options to access the School Placement Form.**
   You can Print or Sign it electronically to send it to your school via email or in person. The School Placement Direction can be found on the bottom section of the My Applications Page.

4. **Print SPF**

   a. Click **Print SPF** to print the school placement form to complete and manually sign the SPF.
   b. You must take this completed SPF to the school your student/s will attend this upcoming school year.
   c. The **Print SPF** button can only be accessed once. It is greyed once clicked and an error message appears.
5. **E-Sign SPF**
   
a. Click **E-Sign SPF** to complete the school placement form via **HelloSign**. You will be able to save to your device and send it to

b. Follow the steps within the **HelloSign** document.
   
i. Select Your School Your Student will be attending
   
ii. Electronically Sign the SPF

c. Once the SPF is completed and electronically signed the document will take up to 1 minute to download.

d. An email will be sent to inform you when the SPF is available for download and instruction for the next steps.

e. Now, the **Download SPF** button can only be accessed multiple times to retrieve the **HelloSign** completed SPF.
Scholl Placement Form

D.C. Opportunity Scholarshlp Program HJ 2023-2024

Section 1 - For Parent/Guardian

Once completed, please ensure the OSP administrator receives all forms for scholarship eligibility consideration. Complete the form below and return to the school by the deadline.

Student Name: Sydney Page test
Parent/Guardian Name: Shanti Pag eat

School you will attend in 2023-2024:

By signing below, I am committing to enroll my student in this school.

Step 1: School you will attend.

Step 2: Parent/Guardian Name

Date of Enrollment:

Section 2 - For Principal or School Administrator

Answer the following questions below and sign the form. The above information will be verified by the school and the student will be placed at your school once the completed form is faxed or emailed to the OSP administrator. Only complete for students enrolled in 2023-2024.
School Placement Form

D.C. Opportunity Scholarship Program 2023-2024

This form is used to confirm enrollment for me 2023-2024 school year for the student listed below. Once completed, the OSP administrator will authorize the participating school to invoice tuition and/or fees to the student’s scholarship. Please fax the completed form to 202.330.5002 or email to ospschools@D.C. or visit our website.

Student name: Sydney Pagetest

Sharita PageTest
05/15/2023

I agree to be legally bound by this document and the HelloSign Terms of Service. Click on 'I Agree' to sign this document.
Thanks for submitting your document.

Your Application Is Complete

All of your applications are complete, no further documents are needed at this time.

Student Application Status

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Status</th>
<th>Eligibility</th>
<th>Placement Status for 2023-2024</th>
</tr>
</thead>
</table>

Retrieving document for download. This can take up to a minute. Page will automatically refresh when download is complete.

Stop! You're Almost Done. You MUST download your signed SPF to your device!

You must download your signed SPF to your device in order to email or print the SPF to provide to the school your student will attend. See detailed instructions below.

If you need a new School Placement Form, please email info@servingsourdough.org or call 1-888-329-6884 for assistance.
Things to Remember:

1. You must complete this process for each student awarded a scholarship separately.
2. You must contact Serving Our Children at info@servingourchildrendc.org if you complete the SPF and you decide to change the school your student will attend.
3. SOC staff can reset your document for you to complete online again.
4. If you have any questions, please give us a call at 1-888-329-6884, email: info@servingourchildrendc.org and walk-in hours are from 11am-3pm on Tuesday, Wednesday and Thursday.