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.

Family Portal Login

All families, both new applicants and current recipients, must first CREATE AN ACCOUNT in order to log in to their family portal to complete an application. If you created an account prior to the 2016-2017 school year, you must create a new account.	If you have already created an account and need to submit your application or view your status, you may log in here. If you do not have this information, all families must first register by creating an account using the button above.		
CREATE AN ACCOUNT		Email address (username)	
		Password	
	1	LOC	GIN
		Forgot Password	Forgot Username

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.

Student Application Status -

New/Renewal Families

Name	Application Type	Status	Eligibility	Placement Status for 2023-2024	School Search Column	
Sydney Pagetest	New	Complete	Awarded Scholarship	PRINTSPF E-SIGN SPF	Complete Survey	
School P	lacement	Directio	ons —			
Click PRINT OR	SPF to manually print a	nd sign your Scho	ool Placement Form and su	bmit to the school your student/s will atter	nd.	
- Click E Cian	CDE to alactropically fill	out the Cohool D	lacoment Form			

- Click E-Sign SPF to electronically fill out the School Placement Form.
- Once signed, click DOWNLOAD & Save SPF and a PDF copy will be generated.Now, you can save the SPF to your laptop, smartphone or tablet.
- Email the completed and signed SPF to the school your student/s will attend.
- OR

 Print the completed and signed SPF to physically take the SPF to the school your student will attend
- For assistance, email info@servingourchildren.org

4. Print SPF

Student A	pplication S	tatus 🔶	_ 、		
Name	Application Type	Status	Eligibility	Placement Status for 2023-2024	School Search Column
Sydney Pagetest	New	Complete	Awarded Scholarship	PRINTSPF E-SIGN SPF	Complete Survey

- 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.

CHILDREN		
Sch	ool Placement For	m
D.C. Opportuni	ty Scholarship Progra	m 2023-2024
This form is used to confirm enrollm Once completed, the OSP administra- cess to the student's scholarship. Ple- ospschools@servingourchildrende	nent for the 2023-2024 school year f nor will authorize the participating s ase fax the completed form to 202 .org.	for the student listed below. school to invoice tuition and/or .330.5002 or email to
Student Name Sydney Pagete	st	
Parent/Guardian Name Sharit	a Pagetest	
Section 1 - For Parent/Guar	dian	
n the space below, fill in the name of \$Y 2023-2024. Once you've comple	of the school where you will be enror ted Section 1, give this form to you the OSP administrator after completi tudent.	lling your student for r student's school; ng Section 2. <u>Do not</u>
School your student will attend in 20 By signing below, I am confirming t	23-2024 St. Francis Xavier hat my student will be attending the	above school, and that I will
School your student will attend in 20 School your student will attend in 20 By signing below, I am confirming t mmediately inform SOC if my stude	hat my student will be attending the ent exits this school.	above school, and that I will
School your student will attend in 20 School your student will attend in 20 By signing below, I am confirming t mmediately inform SOC if my stude Sharita PageTest	hat my student will be attending the ent exits this school.	above school, and that I will 05 / 15 / 2023

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

Student A	pplication S	tatus ←			
Name	Application Type	Status	Eligibility	Placement Status for 2023-2024	School Search Column
Sydney Pagetest	New	Complete	Awarded Scholarship	PRINT SPF E-SIGN SPF	Complete Survey

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

complete for students enrolled in 2023-2024

- 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.



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School voklť stude.nl ill atte.nd in 202.3-2004			*
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Bv signing below, I ,am con fiirming t h at my	s u dent will be attending the abov	sc oo , an d that I will immediately	
Click to sign * Ste	p2 Stiarita Pagetes t	05 t 15/ 2023	
Si nat ure cf P,arent /Guard i an	Name cf Pare nt/ Guar dian	Date	-

Sect!ion 2 - Ji'or Prindpal or School Adn1iinidrator

Answer the following three questions below and sign the form. The above mimed tudent iU 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

Add your signature

Type it in



Change font

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	Continue
\$ You have completed all required fields. Please click 'Continue'.	X
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Student Name Sydney Pagetest	
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Sharita Page Test School.	05/1512023
Almost done. I agree to be legall y b ou nd by thi s do cu me nt and the HelloSign Terms of Service . Cli cK on ' I Agree ' to si gn this docu me nt.	Edit lagree
SERVINGOUR f CHILDREN	
School Placement	Form

D.C. Opportunity Schola rship Program 2023-2024

This form is used to confinn enrollment for me 2023-2024 school year for the siuden t l is ted below. On α completed , the OSP admini;;trator will authoriz e the participating school to invo in ruit ion and/or fees to the student's scholarsh ip. Please fax the cornpll cd form to 202.33'0.:5002 or email to os;pschooh s l?'r vingourchild nmdc .org.

Student arne Sydney Pagetest



Application Type	Status	Eligibility	PlacementStatusfor2023-2024	School Search Column
			DOWNLOAD & SAVESPF	Complete Survey



Step 1: Please log into the parent portal, https://osp.my.salesforce-sites.com/

Step 2: Go to the My Application page and scroll to the Student Application Status section to download your student(s) completed and signed School Placement Form.

Step 3: By clicking on DOWNLOAD and SAVE SPF, a PDF document of your completed and signed SPF will be generated and available for download to your device.

Step 4: Once downloaded, you can now email the completed and signed SPF to the school where your student(s) will attend.

OR

You can now print the completed and signed SPF and deliver it to the school where your student(s) will attend.

Please remember that an SPF is required for all new and returning students. It must be completed, signed and submitted to the school(s) where your student(s) will attend.

If you have questions, please contact SOC Staff at info@servingourchildrendc.org or 1-888-329-6884.

Thank you!

-The D.C. Opportunity Scholarship Program

Things to Remember:

- 1. You must complete this process for each student awarded a scholarship separately.
- 2. You must contact Serving Our Children at <u>info@servingourchildrendc.org</u> 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.
- If you have any questions, please give us a call at 1-888-329-6884, email: <u>info@servingourchildrendc.org</u> and walk-in hours are from 11am-3pm on Tuesday, Wednesday and Thursday.