

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

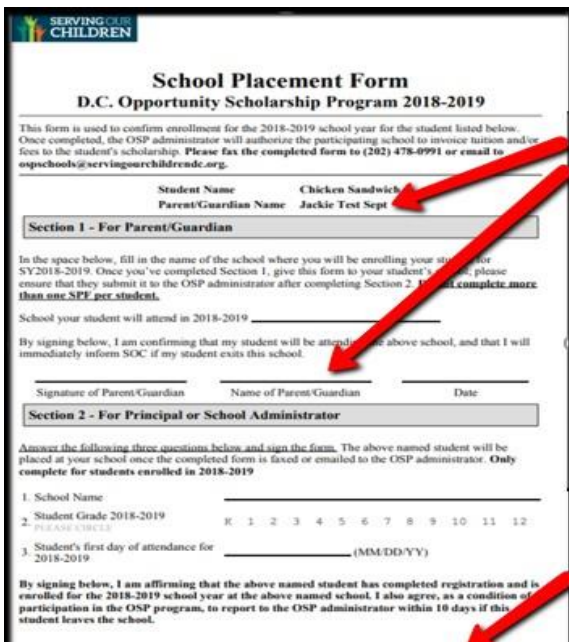
- During the Month of May, schools may begin receiving the School Placement Form (SPF) for students awarded the scholarship and accepted to their school.
- A Principal or School Administrator should complete Section 2 of the School Placement Form (SPF) and submit it to the SOC office for processing at ospschools@servingourchildren.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.



School Placement Form
D.C. Opportunity Scholarship Program 2018-2019

This form is used to confirm enrollment for the 2018-2019 school year for the student listed below. Once completed, the OSP administrator will authorize the participating school to invoice tuition and fees to the student's scholarship. Please fax the completed form to (202) 478-0991 or email to ospschools@servingourchildren.org.

Student Name: Chicken Sandwich
Parent/Guardian Name: Jackie Test Sept

Section 1 - For Parent/Guardian

In the space below, fill in the name of the school where you will be enrolling your student for SY2018-2019. Once you've completed Section 1, give this form to your student's school. Please ensure that they submit it to the OSP administrator after completing Section 2. **Do not complete more than one SPF per student.**

School your student will attend in 2018-2019 _____

By signing below, I am confirming that my student will be attending the above school, and that I will immediately inform SOC if my student exits this school.

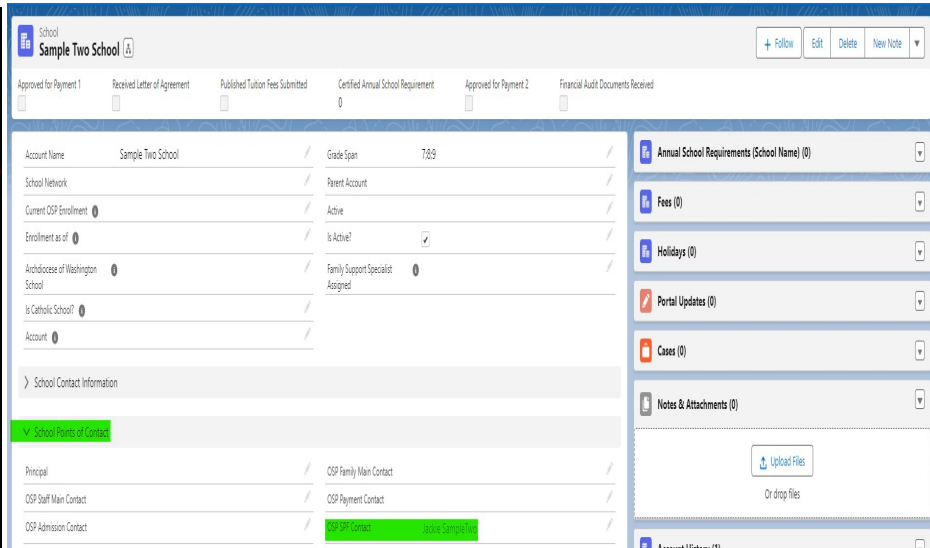
Signature of Parent/Guardian _____ Name of Parent/Guardian _____ Date _____

Section 2 - For Principal or School Administrator

Answer the following three questions below and sign the form. The above named 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 2018-2019**

1. School Name _____
2. Student Grade 2018-2019 _____
3. Student's first day of attendance for 2018-2019 _____ (MM/DD/YY)

By signing below, I am affirming that the above named student has completed registration and is enrolled for the 2018-2019 school year at the above named school. I also agree, as a condition of participation in the OSP program, to report to the OSP administrator within 10 days if this student leaves the school.



School: Sample Two School

Approved for Payment 1: Received Letter of Agreement: Published Tuition Fees Submitted: Certified Annual School Requirement: 0 Approved for Payment 2: Financial Audit Documents Received:

Account Name	Sample Two School	Grade Span	7-8
School Network	Parent Account	Current OSP Enrollment	Active
Enrollment as of	0	Is Active?	<input checked="" type="checkbox"/>
Archdiocese of Washington School	0	Family Support Specialist Assigned	0
Is Catholic School?	0	Account	0

School Contact Information

School Status of Contact

Principal	OSP Family Main Contact
OSP Staff Main Contact	OSP Payment Contact
OSP Admission Contact	OSP Staff Contact

Annual School Requirements (School Name) (0)
Fees (0)
Holidays (0)
Portal Updates (0)
Cases (0)
Notes & Attachments (0)
Account History (1)

Student Placement Guide for D.C. OSP Participating Schools



Student Enrollment

To verify your school's student enrollment, go to the **Reports** tab. Search for **OSP Schools** on the **Search Bar**. 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.

REPORTS	Name	Description	Folder
Recent	GPA by Class		OSP Schools
Created by Me	Student Enrollment by Grade		OSP Schools
Private Reports	Student GPA Report	Lists all students and their current GPAs.	OSP Schools
Public Reports	Future Year Enrollment	Shows students enrolled in your school for the upcoming School Year	OSP Schools
All Reports	SY 2022-2023 Enrollment		OSP Schools
	Tracking Completed LOAs by School		OSP Schools
FOLDERS	BWS 23-24 App Status		OSP Schools



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.

Student Placement Guide for D.C. OSP Participating Schools



Student Exit & Transfer Policy

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 the SOC Finance team.



Exit Confirmation Form

D.C. Opportunity Scholarship Program
October 1, 2018 – September 30, 2019

SECTION 1: Complete within ten (10) days if a D.C. Opportunity Scholarship Program (OSP) student is no longer attending the school or has five (5) or more consecutive days of unexcused absences.

SECTION 2: to be completed by Serving Our Children

SECTION 3: Sign after final invoicing computations is completed by the OSP Manager, Finance & Operations. Please fax completed form to (202) 330-5002 or email to robertu@servingourchildrencdc.org

Section 1: Report of Student Exit to OSP Administration

Name of Student: _____

Name of Parent/Guardian: _____

Exiting School: _____

1. Last day of attendance: _____
2. If applicable, student never attended in 2018-19:
3. Please select the reason for the exit from your school:

- | | |
|---|---|
| <input type="checkbox"/> Moved out of DC | <input type="checkbox"/> Transportation challenges |
| <input type="checkbox"/> Expense over scholarship stipend | <input type="checkbox"/> Disciplinary reasons / Expulsion |
| <input type="checkbox"/> Family challenges | <input type="checkbox"/> Academic difficulties |
| <input type="checkbox"/> School could not accommodate special needs | <input type="checkbox"/> Parental dissatisfaction with the school |
| <input type="checkbox"/> Other: _____ | |

For Serving Our Children completion

Student #:	_____
Grade:	_____

Section 2: Computation of Student's final settlement of scholarship

For Serving Our Children completion

Fee Description	Amount	Fee Description	Amount
Tuition	\$	Uniforms	
Application		Before / After Care	
Registration		Other	
Activity			
Books		Subtotal	\$
		Paid	
		Total	\$

Section 3: School Certification

I hereby certify that all the information on this form is correct with respect to the dates of enrollment. I hereby accept the computations cited above as the final settlement of all tuitions, charges, and fees incurred for the period of enrollment by the aforementioned student.

Signature of School Official _____ Name of School Official (Please Print) _____ Date _____



School Transfer Form

D.C. Opportunity Scholarship Program
October 1, 2018 – September 30, 2019

In order for any remaining scholarship funds to be available for a DC Opportunity Scholarship Program (OSP) student transferring to another participating school during the school year, **all sections** of this form must be completed prior to payment being processed. Please fax completed form to 202.330.5002 or email to robertu@servingourchildrencdc.org

Section 1: For OSP Parent/Guardian

Name of Student: _____ Student Number: _____

Name of New School: _____
School Name

Signature of Parent/Guardian _____ Name of Parent/Guardian _____

Section 2: For ENTERING SCHOOL (Principal or School Administrator)

Name of Entering School: _____

Student's First Day of Attendance: _____
MM/DD/YYYY Attending since first day (2018-19)
 Summer school only

Student's Grade Level: _____
Circle grade level for 2018-19 K 1 2 3 4 5 6 7 8 9 10 11 12

School Certification

By signing below, I am affirming the above named student has completed registration and is enrolled for the 2018-19 school year at the above named school. I also agree to report to the OSP administrator within ten (10) days if this student is no longer attending the school or has five (5) or more consecutive days of unexcused absences. I also understand the student listed above may not have the maximum scholarship amount available upon entrance to the school.

Signature of School Official _____ Name of School Official (Print) _____ Date _____

Section 3: For OSP Use Only

Name of Exiting School: _____

Exit Confirmation Form Received?

- Yes
 No

Date of Last Day of Attendance: _____

Date of Receipt of Exit Confirmation Form: _____

1615 L Street NW, Suite 750
Washington, DC 20036

(202) 464-6703
(202) 464-6708

Student Placement Guide for D.C. OSP Participating Schools



Serving Our Children Contacts

General Contacts:

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

School Relations & Finance Contact:

- OSP Schools | ospschool@servingourchildrenc.org
- Tonya Sykes | Assistant Manager, Finance & Operations | tonyas@servingourchildrenc.org

SOC STARS Contacts i.e. S.T.A.R.S Login, System Updates, Reporting/Data and Training:

- Data Team | data@servingourchildrenc.org
- Sharita Page | Manager, Data & Compliance | sharitap@servingourchildrenc.org
- Robinson Mateo | Deputy Manager, Data & Compliance | robinsonm@servingourchildrenc.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@servingourchildrenc.org
- Samir Osman | Family Support Specialist | samiro@servingourchildrenc.org
- Kayla Thomas | Family Support Specialist (Spanish) | kaylat@servingourchildrenc.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](https://www.facebook.com/socdcosp/)
 - Instagram: [servingourchildrenc](https://www.instagram.com/servingourchildrenc)
- ✓ Check the Serving Our Children website | www.servingourchildrenc.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.

Last Updated June 21, 2023

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

Email: ospschools@servingourchildrenc.org | Phone: (202) 464-6712 | Fax: (202) 330-5002
Visit us: www.servingourchildrenc.org | [dcosp](https://www.facebook.com/dcosp/) | [servingourchildrenc](https://www.instagram.com/servingourchildrenc)