SERVING OUR CHILDREN

OSP Participating Schools Timeline



1 JUNE TO AUGUST

- 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**.

2 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 **OSP Program Info** or **S.T.A.R.S School Invoice Training Sessions** to assist with completing Payment 1 Steps.

3 SEPTEMBER TO OCTOBER
INVOICE: PAYMENT CYCLE 1

- Complete & Submit the **Letter of Agreement.**
- Enter **Tuition & Fees** for Approval.
- Enter **School Calendar: Holidays & Breaks**
- Complete the **Annual School Requirement (ASR).**
- Verify the SPFs are submitted for **all enrolled** OSP students.



4 OCTOBER TO JANUARY

- Continue to **Invoice for Payment 1** in **S.T.A.R.S.**
- Reach out to **OSP Parents** to **endorse** scholarship checks for payment.
- In **S.T.A.R.S.** review **OSP School Reports** to monitor OSP student placement.
- Notify SOC of Students who **Did Not Attend, Exited or Transferred.**



5 JANUARY TO MAY
INVOICE: PAYMENT CYCLE 2

- Submit your school's **Financial Audit** to Invoice for Payment 2.
- If you **opted out** of invoicing for Payment 1 in the fall, you can **invoice for the full school year during Payment 2**.
- **School Placement Forms (SPFs)** are available to **Awarded Students.**

6 MAY TO JUNE

- Continue to have OSP Parents **endorse** scholarship checks for payment 2.
- Submit **School Placement Forms (SPFs)** to **ospschools@servingourchildrendc.org.**
- Schools **must** process any **Late Exit/Transfer/Enrolled Students.**
- SOC will issue **refunds** and **finalize payments** for current school year.

A Year in S.T.A.R.S

S.T.A.R.S: Scholarship Transaction & Application Review System

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