

Purpose

The purpose of this collection is to obtain signed voucher endorsement forms for eligible Choice Scholarship students attending an eligible Choice school. Receipt of a signed endorsement form enables the Indiana Department of Education to make Choice voucher distributions to the eligible school on the student's behalf. Pursuant to **IC 20-51-4-10**, the undersigned eligible Choice Scholarship student (or the parent of the eligible Choice Scholarship student) and eligible school, by and through their signatures, endorse the distribution, acknowledge that the student is eligible to receive the Choice Scholarship, and verify the eligible Choice Scholarship student was or is enrolled at the eligible school and the eligible school has provided and/or will provide services to the student.

Impacts

- ❖ Choice Scholarship Funding
- ❖ Pro-Rated Refunds - Choice

Audience

This is a required collection for:

- ✓ Eligible schools participating in the Choice Scholarship Program.

Collection Phase:

PER 1 - Form Download Begins	PERIOD 1 – Form Download Ends	NOTES
September 21, 2015	October 14, 2015	Period 1 Endorsement forms may be downloaded for any student with a Choice Scholarship application submitted by your school.
PERIOD 1 –Form Upload Begins	PERIOD 1 –Form Upload Ends	NOTES
September 28, 2015	October 14, 2015	Period 1 Endorsement form uploads will be available for a student once an MV (Membership for Voucher) record has been submitted by your school AND an entry date has been submitted on the EM (Enrollment and Mobility Report) You WILL NOT be able to upload an endorsement form for a student with a membership record in conflict.
PERIOD 2 - Form Download Begins	PERIOD 2 - Form Download Ends	NOTES
February 10, 2016	March 16, 2016	Period 2 Endorsement forms can be downloaded for any student who is eligible to receive a period 2 payment.
PERIOD 2- Form Upload Begins	PERIOD 2 – Form Upload Ends	NOTES
February 10, 2016	March 16, 2016	Period 2 Endorsement Form uploads are available for choice scholarship students who are eligible for a Period 2 choice scholarship payment.

When a Collection closes and the data are considered final by the State, no corrections or additions are allowed.

Instructions/Notes

- ❖ Similar to the student application, the endorsement form will only be available via the STN Application Center at <https://ac.doe.in.gov/appcenter/login.aspx> for schools already recognized by the Department as eligible Choice Scholarship schools. This will improve the security of the process and should reduce the risk of misunderstandings amongst parents.
- ❖ Endorsement forms must be submitted by uploading a scanned PDF to the STN Application Center. The Department **will not** accept emailed or faxed forms.
- ❖ Once logged into the Application Center, go to Data Verification > Reports > Choice Scholarship > MV Endorsement Form Download. The form itself will be pre-populated with all relevant information, including the amount of the Choice Scholarship payment distribution.
- ❖ Both the parent/guardian of the student as well as the school administrator must print their names, sign the form, and enter the date of the signature.
- ❖ Signed forms for Period 1 must be uploaded back into the system no later than October 14, 2015 for the October distribution and March 16, 2016 for the March distribution.
- ❖ Endorsement forms may be downloaded for any student who is eligible to receive a period 2 payment beginning February 10, 2016.

Download/Upload Signed Endorsement Form

THIS ENDORSEMENT FORM, AUTHORIZING DISBURSEMENT OF A CHOICE SCHOLARSHIP, MUST BE **SIGNED** BY THE PARENT/GUARDIAN AND SCHOOL ADMINISTRATOR AND **UPLOADED** TO THE INDIANA DEPARTMENT OF EDUCATION NO LATER THAN **OCTOBER 14, 2015** FOR THE OCTOBER DISTRIBUTION AND NO LATER THAN **MARCH 16, 2016** FOR THE MARCH 2016 DISTRIBUTION. FAILURE TO PROVIDE THIS INFORMATION TO THE INDIANA DEPARTMENT OF EDUCATION BY THE ABOVE DEADLINE MAY AFFECT THE STUDENT’S RECEIPT OF THE CHOICE SCHOLARSHIP.

Document Change History

Version	Change History
07.21.15	Updated collection dates Updated collection phase notes
07.07.15	Updated Period 2 collection date
Start of 15-16 Collection	
06.29.15	Updated collection dates Updated layout format Provided guidance on upload/download of signed summary report
Start of 14-15 Collection	
08.11.14	Under “Purpose” clarified that Special Ed students in PK classes should now be submitted on RT, not RA Under “Purpose” added that RA can be used if IEP access is required prior to beginning of school
07.08.13	Updated collection dates Clarification for grade 13FAQs added Explanation corrected that RA data takes TWO days to move from Ap Center to Indiana IEP PK not enrolled CAN be submitted (if access is needed for Readiness testing).
Start of 13-14 Collection	
08.01.12	New collection