SGO Application Checklist
2018-2019 School Year

#1 Yes, I have checked for commonly missed information.  _______ (Initials)
☐ Form used is for the correct school year.
☐ Grade is filled in and correct.
☐ Current school and city is correct.
☐ Previous school is not blank. (N/A is acceptable for Kindergarten students.)
☐ SGO in the past question is answered.

#2 Yes, I have signed and the parent/guardian has signed the application.  _______ (Initials)
☐ Parent/Guardian names and addresses are complete and legible.
☐ Administrator signature is verifying household size and income.  Review it carefully!

#3 Yes, I have attached the correct supporting documents.  _______ (Initials)

   Option 1: Federal Tax Return, Form 1040 or Transcript
   Option 2: Foster Child Status
   Option 3: Choice Scholarship Eligibility Verification System
   Option 4: 3rd Party Verification Programs (FACTS, PASS, etc)
   Option 5: Income Verification Form

☐ Supporting documentation must be attached to each student’s application, not one per family.
☐ Only the first page of the 1040 with the Household size and Adjusted Gross Income should be attached.
☐ Household size on application matches supporting documents.
☐ Student is listed on supporting documents.
☐ Only the Household Size and/or Income Verification Form(s) is copied to TLSGOI. The back-up documentation should be kept in the schools files.
☐ Verification Forms are complete and signed.
☐ Social Security Numbers should be blacked or whited out for parents and children.

#4 Yes, I have included a distribution list.  _______ (Initials)
☐ Spreadsheet of student names, scholarship amounts and total number of students and dollars should be sent with each batch. File name should have school name and year.
#5 Yes, I am aware of and following TLSGOI submission policies. _______ (Initials)

☐ Applications may be returned and not processed until the next application due date if the applications are incomplete or contain significant errors.

☐ Originals should be kept on file at the school and only copies sent to TLSGOI.

☐ Applications must be postmarked or received by the due date. Applications can be sent by mail, scan/email or personal delivery. **Faxed applications are no longer accepted.**

☐ Copies can be two sided.

☐ Scans should be of 5 applications or less. Multiple scans or zip files can be attached to one email. Emails must include number of files/scans with total number of applications, and distribution list.

### Supporting Documents Matrix

<table>
<thead>
<tr>
<th>Option</th>
<th>Income Verification</th>
<th>Household Size</th>
<th>Household Size doesn’t match app.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Federal Tax Return</td>
<td>Fed Tax Form 1040</td>
<td>Fed Tax Form 1040</td>
<td>Household Size Verification Form</td>
</tr>
<tr>
<td>2 - Foster Child</td>
<td>Official documentation</td>
<td>Not needed</td>
<td>n/a</td>
</tr>
<tr>
<td>3 - Choice Scholarship</td>
<td>Choice Scholarship Eligibility Confirmation</td>
<td>Not needed</td>
<td>n/a</td>
</tr>
<tr>
<td>4 - 3rd Party Verification Program</td>
<td>Printout with Student and Parents name, date, year and income</td>
<td>Printout should include household size.</td>
<td>Household Size Verification Form</td>
</tr>
<tr>
<td>5 - Income Verification</td>
<td>Income Verification Form</td>
<td>Income Verification Form</td>
<td>Household Size Verification Form</td>
</tr>
</tbody>
</table>

### TLSGOI Application Due Dates

<table>
<thead>
<tr>
<th></th>
<th>Applications Due</th>
<th>Funds Distributed</th>
<th>Signed Letter due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Call</td>
<td>August 1, 2018</td>
<td>October 1, 2018</td>
<td>November 1, 2018</td>
</tr>
<tr>
<td>Fall Call</td>
<td>October 1, 2018</td>
<td>December 1, 2018</td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Interim Call</td>
<td>February 1, 2019</td>
<td>April 1, 2019</td>
<td>May 1, 2019</td>
</tr>
<tr>
<td>Last Call</td>
<td>April 1, 2019</td>
<td>June 1, 2019</td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

Please note: if a date falls on a weekend or holiday, then the due date will be the next business day.