



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

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

TLSGOI Application Due Dates

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

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