Carson Smith Special Needs Scholarship –
Parent Application Instructions (2013-2014)

Part A. General Information (to be completed by the student's parent or guardian)
Please provide complete and accurate information in this section. Please print the information clearly. This information will be used to process your Special Needs Scholarship application and to process payments if your Special Needs Scholarship is approved. Please note:

1. The name(s) that appears in the "Name of Parent/Guardian" box will be the person(s) required to endorse the scholarship check to the private school.
2. "School District of Residence" means the school district in which the student resides.
3. In the "School Attended in **2012-2013**" box, state the name of the school attended, and whether the school was public or private.
4. "Name of Eligible Private School" means the school you are intending to enroll your student for the **2013-2014** school year. To be eligible for the scholarship, this school must be included on the eligible schools list available at http://www.schools.utah.gov/sars/Quick-Links/Carson-Smith-Scholarship.aspx.

Part B. Eligibility (to be completed by the student's parent or guardian)

1. You are required to attach proof of Utah residency. Any of the following may be used as proof of residency (please do **NOT** include a copy of a social security card):
   (a) Current Utah driver license or I.D. card
   (b) Copy of a current utility bill
   (c) Proof of voter registration
   (d) Proof of vehicle registration
   (e) Payroll stub with address
   (f) Copy of rental agreement

***** DO NOT SEND A COPY OF YOUR SOCIAL SECURITY CARD! *****

2. You are required to attach proof of student age. Attach a copy of the student's birth certificate or Utah Identification card.
3. You are required to attach proof of student enrollment in or admission to an eligible private school. Any of the following items may be used as proof of enrollment or admission:
   (a) A letter of acceptance from an eligible school
   (b) A registration form signed by a school official
   (c) A current tuition bill

Part C. Acknowledgment and Authorization (to be completed by the student's parent or guardian)

1. Utah Code Sec. 53A-1a-704(5)(a) requires that applicants make certain acknowledgments to be eligible for the Special Needs Scholarship. Please read these items carefully. You must also authorize your school district and private school to release all necessary information in order to process this Special Needs Scholarship application. If you have questions about the required acknowledgments or authorization to release information, contact Barbara Bickmore, Utah State Office of Education, (801) 538-7612 or barbara.bickmore@school.utah.gov.
2. Your signature is required to complete the application.
3. The statute creating the Special Needs Scholarship program requires that applications will be submitted to a public school district or charter school. **DO NOT submit the application directly to the Utah Office of Education or to your private school.** Where to submit the application is dependent upon the student's previous enrollment.
   (a) If the student **was enrolled in public school during the 2012-2013 school year**, the application must be submitted to the special education department of the school district where the student was enrolled.

(b) If the student **was not enrolled in public school during the 2012-2013 school year**, the application must be submitted to the special education department of the school district where the private school is located.

Please note that applications should be submitted to the district office. Do not submit your application to the actual school where your child attended. Additionally, charter schools are public schools and are considered their own district. If your student attended a Utah Charter School during **2012-2013** you will need to submit the application to the charter school. Be aware that charter schools do not process a high volume of scholarship applications and therefore may need to be directed to call the Utah State Office of Education for directions in processing applications.

You are encouraged to keep a copy of the application and to have the district date stamp your application. Applications do not need to be submitted to the Utah State Office of Education by deadlines listed below, but rather must be received by the district prior to the deadline.

If you have questions about where to submit your application, contact Barbara Bickmore, Utah State Office of Education, (801) 538-7612 or barbara.bickmore@schools.utah.gov.

Part D. School District Section (to be completed by school district or charter school personnel)

Parents must leave this section blank. School districts/charter schools are required to complete this section and forward the application to the Utah State Office of Education no more than ten days following receipt of the application. Please be certain that you have included all of the necessary attachments (see Part B). Incomplete applications will be returned to the applicant and will have to be resubmitted to be considered.

Application Due Date and Time Line

Scholarships are awarded quarterly and payments are distributed quarterly to schools. Applications will be processed and parents notified of the application status within 30 days of receipt by the Utah State Office of Education. To receive a full-year scholarship, an application must be submitted by July 1. Applications received after the July 1 deadline, but before the September 1 deadline, do not receive the first quarter payment and are therefore eligible for 3/4 of the scholarship. Applications received after the September 1 deadline, but before the December 1 deadline, do not receive the first or second quarter payments and are therefore eligible for 1/2 of the scholarship. Applications received after December 1 but before February 15 receive only the final quarterly payment and are therefore eligible for 1/4 of the scholarship. Applications received after February 15 are considered to be for the next school year.

Complete application submitted to district on or before:	Date of scholarship award and first payment:
July 1	September 1
September 1	November 1
December 1	February 1
February 15	April 15