

Carson Smith Scholarship Student Application Instructions for Parents

These instructions have been prepared to assist parents, private schools, and Local Education Agencies (LEAs) in the application process. The basic route of an application is that the application is filled out first by the parent, taken to the LEA, and the LEA sends it to the Carson Smith Scholarship office at the Utah State Board of Education (USBE). Other details and particular requirements are included below. Please read carefully. **REMEMBER: Parents complete parts A, B, and C and submit the application to the LEA. The LEA completes part D, then turns the application in to USBE within 10 days.**

Part A. General Information

- Please provide complete and accurate information in this section and print clearly. This information is used to process applications and payments if approved. Incomplete applications **will be returned to the applicant** and will have to be resubmitted to be considered.
- Please include student's legal first, middle, and last name.
- The name(s) that appear in the "Parent/Guardian Name" box will be the person(s) required to endorse the scholarship check to the private school. Please designate a "Parent" for that purpose in the boxes that follow.
- A "District of Residence" means the school district in which the student resides.
- In the "Previous School Attended," state the name of the school last attended and check whether the school was public or private. (Charter schools are public.)
- A "Name of Eligible Private School" means the school you are intending to enroll your student for the current or upcoming school year. To be eligible for the scholarship, this school must be included on the "Eligible School List" available at [the Utah State Board of Education's Scholarship Website](#).
- Under "Reason(s) for Academic or Functional Concern" please list any and all concerns you have about your child.

Part B. Eligibility

In order to complete the eligibility of the application you are required to attach the following:

- You are required to attach **TWO forms** of proof of Utah Residency showing your current address. The name on each form must match. Send any of the following that may be used as **PROOF OF RESIDENCY**:
 - Current Driver's License or I.D. card
 - Current utility bill (electric, gas, cable, internet, or water)
 - Current bank or credit card statement
 - Current voter registration
 - Current vehicle registration
 - Payroll stub
 - Current rental agreement

- Deed/Mortgage payment
 - Most recent W-2
- You are asked **NOT** to send the following as proof of residency:
 - **DO NOT** send a copy of your Social Security Card
 - **DO NOT** send passports
 - **DO NOT** send other bills such as doctor's, insurance etc.
- You are required to attach **proof of student age**. Attach a copy of the student's birth certificate or a Utah identification card.
- 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 letter of acceptance from an eligible school on school letterhead
 - A registration form signed by a school official
 - A current tuition bill

Part C. Acknowledgment and Authorization

- Utah Code Sec. 53A-1a-704(5)(a) requires that applicants make certain acknowledgments to be eligible for the CSS. **Please read these items carefully.** You must also authorize your LEA and private school to release all necessary information in order to process this CSS application. If you have questions about the required acknowledgements or authorization to release information, contact the Carson Smith Scholarship department at the Utah State Board of Education.
- Your signature is required to complete the application.
- The statute creating the CSS program requires that applications will be submitted to an LEA. **DO NOT submit the application directly to the Utah State Board of Education or to your private school.**
- Where to submit the application is dependent upon the student's current and/or previous enrollment.
 - If the student is enrolled in a public local education agency (district or charter), but admitted to an eligible private school, take the application to the district office or the charter school where the student is enrolled.
 - If the student is enrolled in a private school and has a current IEP, take the application the district office or charter school where the IEP is held.
 - If the student is enrolled in a private school and does not have an IEP, take the application to the district office where the private school is located. This will require an assessment team meeting.

Part D. Local Education Agency (LEA) Section

Parents must leave this section blank. It is to be completed by the LEA.

- LEAs (district and charter) are required to complete this section and forward the application to the USBE no more than ten days following receipt of the application.
- LEAs must date stamp the application when it is received.
- **LEAs must list SSIDs for students who are assigned an SSID.**

- LEAs must list service level information from an existing IEP, or complete an Assessment Team Record within 45 school days of receipt of the application.
- Please be certain that you to include all of the necessary documents. (See Part B).
- Incomplete applications **will be returned to the applicant** and will have to be resubmitted to be considered.

Special Considerations to Remember

- Please note that applications should be submitted to the special education office at the LEA.
- Additionally, charter schools are public schools and are considered their own LEA.
- Be aware that charter schools do not process a high volume of scholarship applications and therefore may need to be directed to call the CSS office at the Utah State Board of Education for directions in processing applications.
- You are encouraged to keep a copy of your entire application.
- The LEAs should date stamp each application as they receive it. You may ask that they date stamp your copy as well.
- **ALL APPLICATIONS** must be received by the LEA prior to the established deadlines.