

EdChoice Application Instructions

In order to process your EdChoice Scholarship the following items are needed.

1. **EdChoice Request/Renewal Form:** One form is enclosed for each student. **DO NOT** leave any areas blank. Please be sure the Primary Guardian can come in to sign checks. A Secondary Guardian is **NOT** required.
2. **Proof of Address:** **MUST** show the service **AND** the bill to address and be current.
3. **Income Verification Form INCLUDING wage documentation:** Four weeks of all income or a signed 4506-T form which is enclosed.
NEW THIS YEAR: You submit the Income Verification on-line directly to ODE. (instructions attached) This helps prevent lost paperwork in their system which has been a common and on-going issue. If you need help with this process please contact me and we can set up a meeting time in the office to do this together.
4. **Copy of student's birth certificate:** New student's only.

ALL items listed above are needed to complete the application.

I will submit the application to the State of Ohio.

The State of Ohio will review the application and either award the scholarship or sent out a request for further information from you. This may not be until Late July or August.

If an Award Letter is received, please sign the Award Letter and turn it into the school office by the first day of school.

If more information is requested by you, please return it to the State of Ohio, or contact me and I can help you.

Please contact me at Bourne.ruth@mansfieldstmaryschool.org with any questions.

