

Directions to Fill-Out Take Stock in Children-Horizon Scholars Program Online Application

The due date is January 21, 2020. No incomplete or late applications will be accepted.

Before Beginning:

- Please ensure you are using a computer not a phone or tablet as you will have to upload documents for the application.
- Please have your 1040 tax form from 2019 or 2020 with the student applicant listed as a dependent available. If you did not file taxes, please refer to the list below of acceptable documentation:
 - Food Stamps (SNAP): Letter from State of Florida indicating that family or foster child has been approved to receive benefits, names of household beneficiaries (student must be listed) and the dates of eligibility.
 - TANF- Letter from State of Florida indicating that family or foster child has been approved to receive benefits, names of household beneficiaries (student must be listed) and the dates of eligibility.
 - Proof that the child is in Foster Care
 - Signed document on school district letterhead, from the School District's Homeless Liaison, verifying that the student is homeless and qualifies for free/reduced lunch.
- At any time during the application if you are unable to finish it at that time, you can click the "save for later" option in the upper right corner. This will save any progress you have made at that time and email you a link to continue when you are ready.

Student Application

1. Please click on the link: <https://schools.scripapp.com/#/workflow-submission/166923553993474c767eb141e5ba440aa8bac0a9c4>
2. Click "Start"
3. The first page is general information about the program. If you have any questions or issues during the application process, please call the number listed.
4. Page 2 begins the application and asks general information about the student. Please ensure you enter all information with an * as it is a required field. Please enter the student ID number (number assigned by Orange County Public Schools), middle school name, Student Full Name, social security number, current grade, date of birth, student phone number, student email (do NOT use the OCPS email address), and address.
 - a. Please make sure the email address of the student and parent is **CORRECT**. This will be the only way we can get in touch with you if there is any issues with your application. Do **NOT** use the student's OCPS email address as they will reject our emails.

The next section asks questions about gender, student race and student ethnicity. Please enter this information. Lastly, there are questions regarding citizenship and information about a Florida Prepaid Scholarship.



Take Stock in Children Application

ALL sections of application must be completed **AND ALL** requested documents submitted for student applicant to be considered for acceptance into the Take Stock in Children program.

SECTION A: Student Identification Information

Student ID #

School

Student Name Social Security # (Mandatory)
(First, Last, MI)

Grade: Date of Birth

Student Phone: Student E-mail:

Address: Apt. #
(Street)

City State Zip Code

Check if Student Mailing Address is same as home address listed above. If not, enter Mailing Address below:

Mailing Address: Apt. #
(Street)

City State Zip Code

How do you (the student) identify?

Gender: Female Male Gender Diverse

Student Race: American Indian/Native American Asian Black/African-American
 Multiracial Pacific Islander/Hawaiian White
 Other

Student Ethnicity: Is the student of Hispanic, Latino, or Spanish origin? Yes No

The Florida Prepaid College Foundation Scholarship Requirements:

Does the student have a Social Security #? Yes No

Is the student a U.S. Citizen? Yes No

Is the student a resident alien? Yes No

Does the student have a Florida Prepaid College Foundation Scholarship Plan? Yes No

5. Page 3 asks for the household information. Please enter the parent(s)/guardian(s) First and Last Name, Phone Number, email address, date of birth and the last grade they completed in school.

The next section asks about who the student lives with. Please click the box of the primary parent(s)/guardian(s) that best describes the current living situation. Please also list the number of siblings living in the home.

Lastly, it asks for any person(s) living in the home other than the student (that was not listed above as the parent/guardian). Please list their name, age, relationship to the student and the highest level of education completed.

**SECTION B: Household Information**Parent/Guardian (1) Social Security # (Optional)
(First, Last, MI)Parent (1) Phone #: Parent (1) E-mail: Date of Birth Last Grade Completed in School Parent/Guardian (2) Social Security # (Optional)
(First, Last, MI)Parent (2) Phone #: Parent (2) E-mail: Date of Birth Last Grade Completed in School Applicant lives with: Mother Stepmother Grandmother
 Guardian Father Stepfather Grandfather
 Ward of Court Other Number of brothers Number of sisters

Please list all persons living in the home other than student/applicant:

Name	Age	Relationship	Highest Level Of Education
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Page 4 asks for any siblings living independently outside of the student's home. Please fill out the name, age, relationship, if they are currently attending school and the last grade they completed for each sibling.

The next section is the Employment Information for the parent(s)/guardian(s). Please complete this information as accurately as possible. You will need the parent/guardian name, employer name, occupation, address of employer, number of years with current employer and gross monthly salary (before taxes and deductions). If you do not have any employment information, please leave the section blank.

**Independent siblings living outside the home:**

Name	Age	Brother/Sister	Currently Attending School (Check One)	Last Grade Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

SECTION C: Employment InformationParent/Guardian's Current EmployerName of Parent/Guardian (1): Employer: Occupation: Address of Employer:
(street, city, zip)Number of years with Current Employer: Gross Monthly Salary
(Before taxes and deductions)

7. Page 5 asks for more details on the Financial Information. Please enter the total household income. The next questions ask about any social services that you might receive and any additional income not included above as well as if you and/or the student have a savings account. Lastly, this section asks details about your residence. Please complete all this information to the best of your knowledge.

SECTION D: Financial Information

What is your household income? \$

Are you eligible to receive any social service? (Food stamps, Medicaid, etc.) Yes No

Please check the services you currently receive: Welfare Food Stamps Medicaid

Are you currently receiving assistance from your local CareerSource Development Office? Yes No

Do you receive income from any other source for this student/applicant? (Social Security, child support, unemployment, etc.?) Yes No

If Yes, please list type of support and amount per month:

Do you or the student/applicant have a savings account? Yes No

Approximate balance: \$

Do you own your own home? Yes No

If yes, what is amount of your monthly payment? If

yes, how much did your house cost? \$

Do you rent? Yes No If yes, what is amount of your monthly payment? \$ How long at current address?

A complete copy of the most recent filed tax return Form 1040 must be attached with the student applicant listed as a dependent on the tax return in order to be eligible for consideration. (If you did not file taxes, please contact your local TSIC program).

8. Page 6 is the student information. **THIS MUST BE COMPLETED BY THE STUDENT.** The student will list activities, interests, strengths, hobbies or awards they have received (church, school, community, work experience, etc.).

SECTION E: Student Information (To be completed by student).

List activities, interests, strengths, hobbies or awards you have received (church, school, community, work experience, etc.)

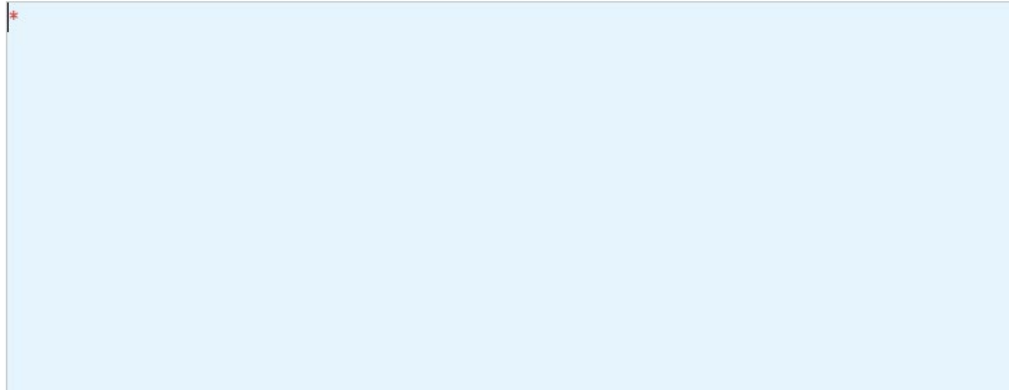
*

9. Page 7 is the student statement. **THIS MUST BE FILLED OUT BY THE STUDENT.** The student will write about their goals, aspirations and hopes for the future. This is our first chance to get to know you so we encourage you to treat this as you would a school essay. If you need additional space, please fill out a word document and there will be spot to upload it later in the application process.

Student Statement

Please tell us about your goals, aspirations and hopes for your future (attach another sheet if needed).

*



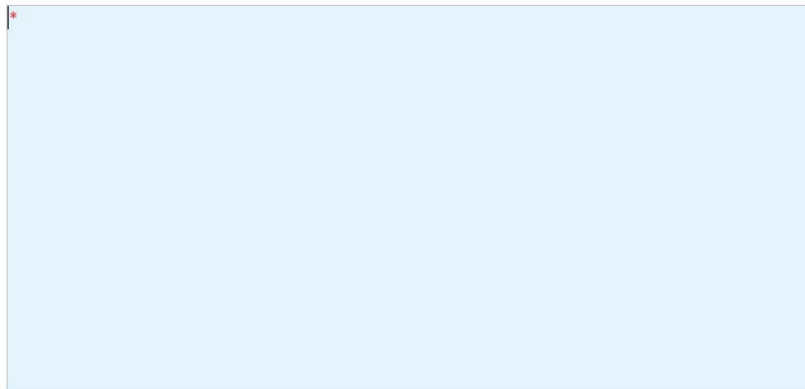
10. Page 8 is the Parent/Guardian Statement to be completed by the parent or guardian. Please answer how could this program benefit your child other than financial considerations and also what your goals, aspirations and hopes for your child's future. If you need additional space, please fill out a word document and there will be spot to upload it later in the application process.

In the final section on this page, please list all special family situations that might be relevant to school success (serious illness in the family, loss of employment, Department of Children & Families involvement, homelessness, etc.)

SECTION F: Parent/Guardian Statement (To be completed by parent(s)/guardian(s))

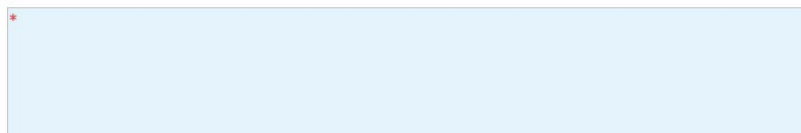
Apart from financial considerations, how could this program benefit your child? Please include your goals, aspirations and hopes for your child's future (attach another sheet if needed).

*



Please list all special family situations that might be relevant to school success (serious illness in the family, loss of employment, Department of Children and Families involvement, homelessness, etc.).

*



11. Page 9 is the final page of this portion of the application. Please select all factors that currently affect your family.

Factors are used to determine your eligibility, please check all that apply:

- Student attends low-performing school (D or F rated school)
- Single parent
- Incarcerated parent
- Deceased parent
- Absent parent (no contact or support)
- Poor relations between biological parents
- Department of Children and Families involvement
- Extended family in home
- Extended family raising student
- Student applicant is teen parent
- Parent was teen parent
- Family has received TANF (Temporary Assistance for Needy Families) benefits within last year
- First generation college student
- Student is first in the family to complete high school
- Migrant worker
- English not spoken in home
- Loss of employment
- Home in foreclosure
- Homeless or living with extended family or friends
- Serious illness in household
- Disabled student or family member
- Student is or has been in foster care
- Other (please specify)

Lastly, please sign and date for both the student and parent. To sign, please click in the “click to sign” box. You then can type the name, click the acknowledgement box and then click sign document. For the date, click in the box and select today’s date.

I understand that the information contained in this application is accurate and will be managed and implemented by the Local TSIC Lead Agency/TSIC Program and shared with the Local Lead Agency selection committee. I also certify that all information in this application is truthful and accurate and that I understand that any false information in this application may result in my child losing his or her eligibility in the program.

*

Student Signature

*

Parent/Guardian Signature

*

Date

*

Date

Submission of this application does not guarantee scholarship award

• A copy of your Tax Return along with your child’s grades, attendance, and behavior records will be attached to this form •

Once you have successfully completed all information, please click “submit” in the upper right corner. Once you have done so, you will be brought to the supplementary application.

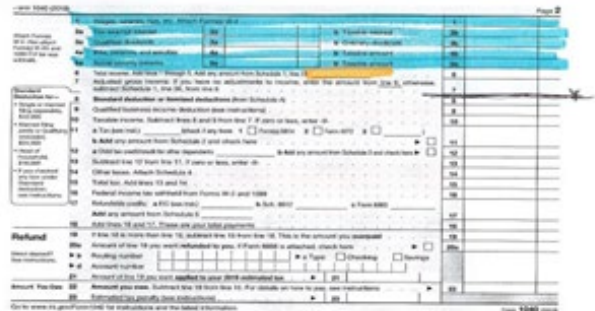
Supplemental Application

1. The first question asks the student's anticipated high school. Please list the high school he/she is zoned for or the high school they are planning to attend because they applied for a magnet program.
2. The second question addresses any current students or alumni of the Take Stock in Children Program-Horizon Scholars Program. Please answer whether any relative is currently or has graduated from the program. If the answer is yes, please include the name and the relationship to the student.
3. The last question is to be answered by the student. Please list the qualities you would like in a mentor.
4. Once you have completed all three questions, please click "submit" in the upper right corner. After completing this step, you will be brought to the tax document upload page.

Tax Document Upload (1040)

1. On this page you will need to upload your proof of financial eligibility. Please see page 1 of this document for acceptable documents.

The document can be a PDF, word or a jpg. For the 1040 tax form, please ensure the lines shown in the pictures below are included. This generally is the first few pages of the document. If the list of dependents is listed on an additional page, you will need to include that as well.

A screenshot of the 2018 U.S. Individual Income Tax Return (Form 1040). The form is partially filled out with yellow highlights. Key sections visible include: 'Filing status' (Married filing jointly), 'Adjusted gross income', 'Taxable income', and 'Total tax'. The 'Sign Here' section shows the preparer's name and signature. The 'Paid Preparer Use Only' section is also visible.A screenshot of the 2018 U.S. Individual Income Tax Return (Form 1040) focusing on the 'Additional Income' section. This section includes lines for 'Other income', 'Capital gains and dividends', 'Qualified dividend income', 'Tax-exempt interest', 'Roth IRA distributions', 'IRA distributions', 'Federal income tax withheld', and 'Refundable credits'. The 'Refund' section at the bottom shows the 'Refund amount' and 'Refund number'.

2. Once you have the document you are going to use saved, you will click "Attach a File". You can then select the file you want to upload. Once you have attached the document, click "submit" in the upper right corner.



REQUIRED: Tax Document Upload (1040)



Initiated by

Samlaska Brooke

0 0

Please upload the most recent 1040 tax documents.

0 of 1 required files added

YOUR FILES

There are currently 0 files uploaded.

Attach a File

3. After clicking "submit" you are now brought to the Optional: Additional File Upload. This is **NOT** required. However, if you needed additional space for either the student statement or parent statement, this is where you would upload the documents. This space can also be used for any additional documents that you would like included in your application.

If you have documents to upload, you can click the “attach a file”, search for your document, and then click “submit” in the upper right corner.

If you do not have any additional documents to submit, just click “submit”. This will bring you to the final portion of the application.

Consent for Release of Records Valencia College

1. This form allows us to obtain the students grades, attendance and behavior from Orange County Public Schools in order to determine their eligibility for the program.
2. In the first blank, please print the STUDENT First and Last Name.
3. Please click in the date box and select today’s date.
4. For the signature for the parent/guardian, click in the box, type the parent/guardian name, click the acknowledgement box and click sign document.
5. Lastly, enter the address of the student in the address box.

Consent for Release of Education Records

I, the undersigned parent or legal guardian of (name of minor child), hereby represent and warrant that I am of legal age and have all necessary legal capacity to contract for and on behalf of my child and hereby authorize TSIC, Inc., D/b/a Take Stock in Children (“Take Stock in Children”) employees and its designees, including, without limitation, volunteers, teachers, and mentors (collectively, “Designees”), to have access to the scholastic records of the minor child named above from Orange County Public Schools. This information includes, but is not limited to: current and past grades, test scores, student course schedules, attendance records, disciplinary history, extracurricular activities, and psychological test reports of the minor.

I hereby release, discharge, and agree to hold harmless Take Stock in Children, and its Designees from any liability related to any use whatsoever of said information contained in the scholastic records. I understand that this release is valid for the length of time that my child remains in the Take Stock in Children Program and is irrevocable with respect to the information provided. I understand that I have the right not to consent to the release of my child’s education records. I have the right to inspect any written records released pursuant to this consent, and I have the right to revoke this consent at any time by delivering a written revocation to Take Stock in Children.

Dated

Child/Student – Printed Name

Parent or Legal Guardian’s - Signature

Parent or Legal Guardian’s - Printed Name

Address

6. This is the last page of the application. If you are not ready to submit it, you can click the “save for later” option in the upper right corner. This will save your progress and email you a link to use to continue where you finished. If you are ready to submit the application, you can click the “submit” button in the upper right corner. Once we have received and reviewed your application, you will receive all documents emailed to you. You will receive an update on your application in mid-February via email to both the student and parent.