



EdChoice Expansion Request Instructions

PART 1:

Documents to submit to **St. Mary School** at edchoice@stmaryhp.org:

1. **Request Form** (for each student)
2. **Proof of Residence.** (one per family) A Duke Energy or water bill works best. A utility bill must show the SERVICE ADDRESS. Please submit only the front page that displays your name and service address. More information on **acceptable proof of address can be found here.**
3. A copy of your child's **birth certificate** (for each student)
4. **Authorization to deposit payments** (for each student)

EMAIL & DOCUMENT INSTRUCTIONS

1. Please send each document as a **SEPARATE PDF file**. Please do not send your documents as a photo file.
2. Send all files for your family in **ONE** email.
3. Please only send a complete request with all the documents mentioned above. The State cannot process an incomplete submission.
4. Please **DO NOT SEND MULTIPLE EMAILS**.
5. The **subject line of the email** should read:
 - LAST NAME
 - Student's first name (s):
 - i.e., Subject: SMITH, Bobby, Susie EdChoice Request
6. Name your PDF files in the following manner: i.e.
 - Smith, Bobby Application (one per student)
 - Smith Proof of Address (one per family)
 - Smith, Bobby BC (one per student)
 - Smith, Bobby Authorization (one per student)

EMAIL all your family's documents in ONE email to: edchoice@stmaryhp.org.

A very gracious thank you for following these instructions to help our lean office staff efficiently process all our family's requests.

PART 2:

Income Verification to the State:

- Create an OH|ID [here](#).
- **EdChoice Scholarship Program Income Verification Portal Quick Guide**
- Access the Ohio Department of Education Application
- Complete and Submit the Income Verification Online Form

The State will process the application (part one) once the Income Verification (part two) is complete. Once you are awarded the scholarship, you will receive an Acceptance Form that you must sign and return to St. Mary School for us to accept the scholarship for you.