



HOPE SCHOLARSHIP INFORMATION FOR SCHOOLS

1 Incident Complaint Received

Complete the investigation within 10 school days. Hope Scholarships are available for families if the students involved in one of the qualifying reasons occurred on school grounds or functions. Qualifying Reasons include: aggravated battery, harassment, hazing, bullying, kidnapping, simple battery, robbery, sexual assault, sexual battery, sexual harassment, sexual offenses-other, or fighting.

Send the Hope Scholarship Information Packet to all involved families. Principal should enter Hope Scholarship given in Focus (under Set Up<General).

2 Enter Incident Report

If the incident is bullying or harassment related, enter the report into www.P3tips.com. Document Hope Scholarship in P3. This will notify the PCS Prevention Office of the existence of the incident.

3 Inform Parent of Hope Scholarship

Provide parents with the Hope Scholarship Information Packet. Inform parents who wish to change schools they have four options. Remind parents that there must be capacity (available seats) and if they want a District Application Program (DAP) a separate application is required.

A. Different PCS School (non-DAP)

- Provide Parent Packet and direct family to complete the Hope Scholarship Transfer Form in Appendix A and submit via Microsoft Forms, email at StudentAssignment@pcsb.org or by fax: 727.588.5171.

B. DAP: Magnet or Fundamental Program

- Inform family seeking to attend a DAP (magnet or fundamental program), a separate application is required.
- DAP Applications can be made at <https://reservation.pcsb.org>.

C. Charter School

- Inform family seeking to attend a Charter School, a separate application is required.
- Parents need to contact the Charter School directly to apply using the Hope Scholarship.

D. Private School

- Complete the state's Hope Scholarship Notification form in Appendix B of the Hope Scholarship Information Packet. Direct family to follow the form's instructions to go to www.stepupforstudents.org to apply for a Hope Scholarship for a private school.

NEXT STEPS

If the parent chooses Private or Charter, no further steps are needed.

If the parent wants a DAP program, direct them to apply at <https://reservation.pcsb.org>.

If the parent submits the Hope Scholarship Transfer Request Form, Student Assignment will determine if the requested schools have capacity (5+ seats in a grade level).

- If less than 5 seats in the grade, Student Assignment will call the principal to discuss before making a reservation.
- If there is capacity (5+seats/grade), Student Assignment will make a reservation and notify receiving school, original school and Area Superintendent of the placement.