



Instructions for Schools Fall 2018 Scholarship Verification Reports

Deadline for parents: Paperwork signed by **Friday, September 21, 2018**

Deadline for schools: Return all paperwork to MOST by **Wednesday, September 26, 2018.**

Due to the limitations in our direct contact with MOST families, MOST relies on you, our partner school representatives, to make the qualification of students and payment of scholarships run smoothly, abiding by the deadlines noted on the *Important Dates* page of the MOST Handbook. In exchange for your cooperation in collecting and completing the necessary paperwork, MOST pledges to provide you with accurate information regarding the amounts of scholarships and the payment of those scholarships in the time frame indicated on the *Important Dates* page.

Please read all instructions carefully!

This envelope contains:

- 1) Your first set of **Scholarship Verification Reports (SVRs)** for the 2018-2019 school year. SVRs allow us to pay the first of two payments for the school year.
IMPORTANT: When the parents sign the SVR, they are also confirming that they have read the MOST Handbook and should mark with an “X” whether they agree to or opt out of the MOST photo release. We have emailed the handbook to all parents (or mailed to those without email addresses) and told them they would be asked to sign this.
- 2) One **2018-2019 MOST Handbook** for you, our partner school representative. If any parents state that they did not receive the handbook by email or mail, feel free to copy it for them or refer them to our website (Resources > Documents and Forms > 2018-2019 MOST Handbook).

Scholarship Verification Reports (SVRs)

The SVR has two parts:

1. **SVR Part 1** is for the school to fill out, sign, and return to MOST *along with all SVR Part 2s*. By signing the SVR Part 1, you, on behalf of your school, are certifying and agreeing to certain things. Read the form completely before signing.
2. **SVR Part 2** must be signed by the student’s parent or guardian:
 - **Immediately upon receipt of this packet, contact each family** and ask that the parent/guardian come to the school no later than Friday, September 21 to sign their **SVR Part 2**.
 - When all parents have signed their paperwork, send both the **SVR Part 1** and the **SVR Part 2 for all families** to MOST all at the same time, by Wednesday, September 26. (We must have all SVRs — Part 1 and Part 2 for each family — before we can process payment to the school.)

(continued on reverse)

Other notes about the SVRs:

- Please have families come in to the school to sign the forms (at student drop-off or pick-up, etc.) rather than mailing them to the students' homes or giving them to the student, as this often results in lost or unreturned paperwork. If there is a situation that makes it an extreme hardship for the parent to come to the school, the SVR may be faxed or emailed to the parent for signing, but please let the parents know to expect it and make MOST aware of the situation.
- MOST cannot process the school's payment until we have received both parts of the SVRs for each family. If you have trouble getting a particular parent to come in and sign Part 2, please let us know, and we will contact that parent, too.
- If a student has left your school but is included in the SVRs, please note that on the SVR Part 1 **and** fill out an Exit Form, which can be found on our website (Resources > Documents and Forms > Exit Form). The Exit Form should be returned to MOST along with the Part 1 and the family's unsigned SVR Part 2.
- The first 50% payment will be mailed by Friday, September 28, 2018, to all schools whose paperwork has been received by the September 26 deadline. Checks for schools that send in their SVRs late will be processed and mailed as the SVRs are received.
- Please keep a copy of what you send to us in case the originals get lost in the mail.
- If you have any questions, please contact Salle Norton (contact info below).

***Thank you so much for your assistance in completing this paperwork.
MOST scholarships wouldn't be possible without you!***

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