

Manage Student: HOPE Event

The HOPE program tab houses the Hope Scholarship Notification event. When the "Create Hope Event" field is enabled and included on discipline referrals in Discipline > [Referral Fields](#), users can click the link within a student's referral to open the Manage Student program in SSS and initiate the Hope Scholarship Notification event.

Navigating a HOPE Event

Once the Hope Scholarship Notification event has been initiated, the event will open.

Navigation Menu - Down the left of the screen are all the steps (forms) for the event. Required steps are indicated by a red asterisk.

1. Click on the desired step to open the associated form.

Previous Step

Next Step

Notes

Save & Validate

Mark as Complete

Print

History

Return to Manage Student

Hope Scholarship

Hope Scholarship - Spanish

Uploads (0)

Form IEPC-HS1
Effective August 2020
Rule 6A-6.0951

Hope Scholarship Notification Form

Pursuant to section 1002.40, Florida Statutes, the Hope Scholarship Program provides a public school student who was subjected to a qualifying incident with the opportunity to transfer to another public school with capacity (within the school district or another school district) or request a scholarship to attend an eligible private school. Upon receipt of a report of an incident, the school principal (or designee), is required to notify the parents of the reported incident and to investigate the incident to determine if it must be reported in SESIR, as required by s. 1006.09(6), F.S. After the investigation is completed, or within 15 days after the incident was reported to the principal, whichever comes first, the school district must notify the parent of opportunity to transfer to another school under the HOPE Scholarship Program.

By completing and signing this form, the principal is confirming that the parent was provided the form within the required timeframe and was notified of the educational opportunities under the HOPE Scholarship Program. The school should retain a copy and provide original document to the parent.

Student Information

Student Name: Nancy Atencio

Date of Birth:

FLEID:

Grade Level: 09

School of Enrollment: Focus High School - 0041

School District:

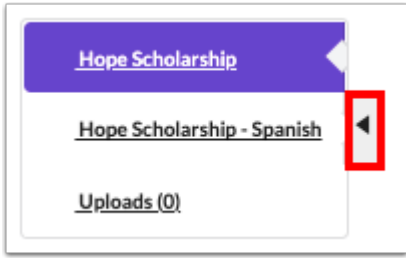
MSID: 0041

Incident Information

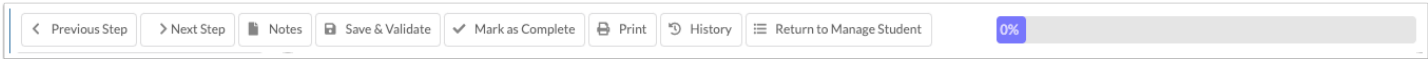
Date and Time of Incident:

Incident Type as defined in Rule 6A-1.0017 SESIR*

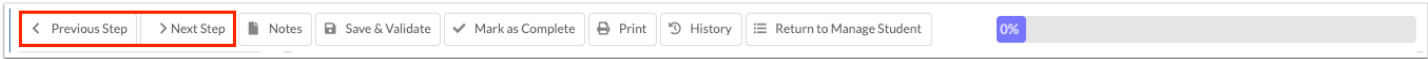
2. Click on the arrow to collapse or expand the steps list.



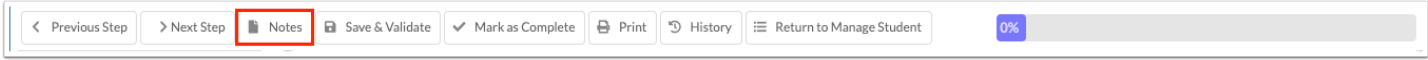
Navigation tools display at the top to facilitate movement from one step (form) to another, to save and validate the current form, to print the form, and to return to the student's event screen.




- 3. Click **Previous Step** to go back to the previous form.
- 4. Click **Next Step** to move forward to the next step displayed in the navigation menu.



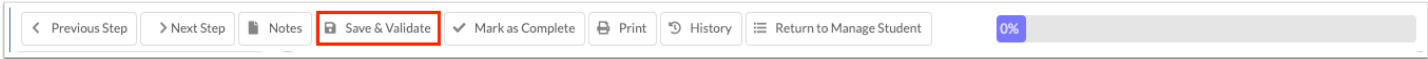
- 5. Click **Notes** to type notes that are important to the event that is open.




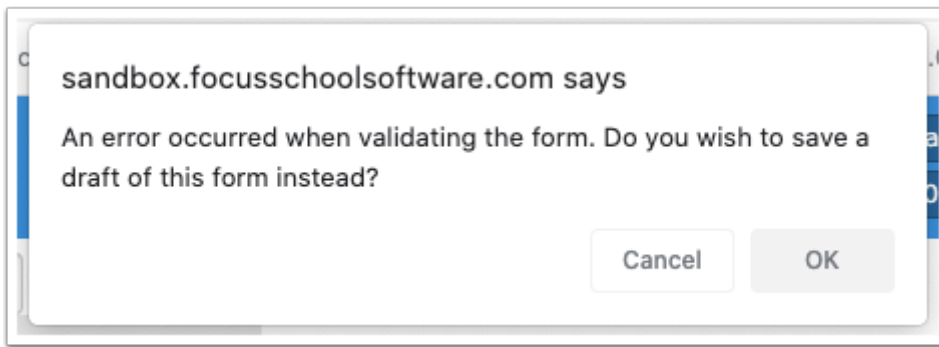
 The Notes icon turns blue when there are notes present on the selected event instance. Notes cannot be printed.



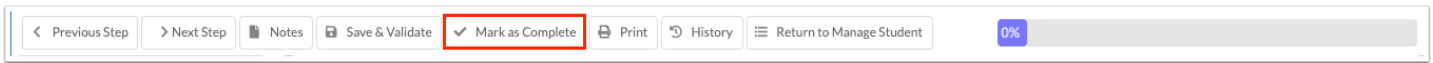
- 6. Click **Save & Validate** to save the entered data and to validate that all required fields on the step (form) have been completed.



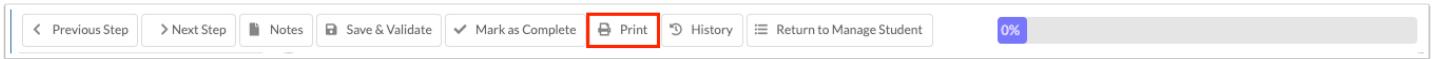
 Clicking Save & Validate before completing all required fields saves the entered data as a draft. A pop-up message will display. Click OK to save a draft.



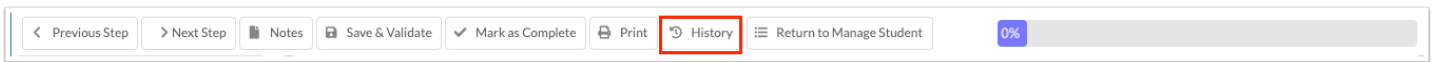
7. When the "Override Mark as Complete" system permission is enabled for the profile in [User Profile Permissions](#), the **Mark as Complete** button is available. When clicked, it marks the step as complete and saves the step, even when all the step requirements have not been completed.



8. Click **Print** to print the current step (form) or any step in the process. Forms print with a DRAFT watermark until ready to be finalized, unless the watermark is deselected on the print screen. See [Printing an Event](#) for more information.



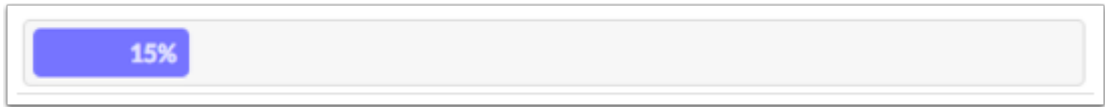
9. Click **History** to see the history of changes made to a form. See [Viewing Form History](#) for more information.



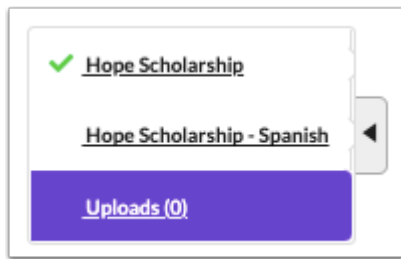
10. Click **Return to Manage Student** to return to the Manage Student event screen.



As required steps are saved and validated, the progress bar will update to show the percentage completed.



Completed steps will display a green check mark as they are saved and validated.



Hope Scholarship Notification

Hope Scholarship

i If needed, the Hope Scholarship - Spanish form is provided in the steps list at the left side of the screen.

1. Complete all of the relevant fields in the **Student Information** and **Incident Information** sections; some fields in the Student Information section may populate from the student's record.

Student Information	
Student Name: <input type="text" value="Nancy Atencio"/>	Date of Birth: <input type="text" value="01/10/2008"/>
FLEID: <input type="text"/>	Grade Level: <input type="text" value="09"/>
School of Enrollment: <input type="text" value="Focus High School - 0041"/>	School District: <input type="text"/>
MSID: <input type="text" value="0041"/>	

Incident Information															
Date and Time of Incident: <input type="text" value="01/23/2023 01:15pm"/>	Incident Type as defined in Rule 6A-1.0017 SESIR* <table border="0"><tr><td><input type="checkbox"/> Aggravated Battery</td><td><input type="checkbox"/> Sexual Assault</td></tr><tr><td><input type="checkbox"/> Harassment</td><td><input type="checkbox"/> Sexual Battery</td></tr><tr><td><input type="checkbox"/> Hazing</td><td><input type="checkbox"/> Sexual Harassment</td></tr><tr><td><input checked="" type="checkbox"/> Bullying</td><td><input type="checkbox"/> Sexual Offenses-Other</td></tr><tr><td><input type="checkbox"/> Kidnapping</td><td><input type="checkbox"/> Threat or Intimidation</td></tr><tr><td><input type="checkbox"/> Physical Attack</td><td><input type="checkbox"/> Fighting</td></tr><tr><td><input type="checkbox"/> Robbery</td><td></td></tr></table>	<input type="checkbox"/> Aggravated Battery	<input type="checkbox"/> Sexual Assault	<input type="checkbox"/> Harassment	<input type="checkbox"/> Sexual Battery	<input type="checkbox"/> Hazing	<input type="checkbox"/> Sexual Harassment	<input checked="" type="checkbox"/> Bullying	<input type="checkbox"/> Sexual Offenses-Other	<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Threat or Intimidation	<input type="checkbox"/> Physical Attack	<input type="checkbox"/> Fighting	<input type="checkbox"/> Robbery	
<input type="checkbox"/> Aggravated Battery		<input type="checkbox"/> Sexual Assault													
<input type="checkbox"/> Harassment	<input type="checkbox"/> Sexual Battery														
<input type="checkbox"/> Hazing	<input type="checkbox"/> Sexual Harassment														
<input checked="" type="checkbox"/> Bullying	<input type="checkbox"/> Sexual Offenses-Other														
<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Threat or Intimidation														
<input type="checkbox"/> Physical Attack	<input type="checkbox"/> Fighting														
<input type="checkbox"/> Robbery															
Date Incident Reported: <input type="text" value="01/23/2023"/>															
Incident Location: <input checked="" type="checkbox"/> School Grounds/On Campus <input type="checkbox"/> School-Sponsored Activity/Off Campus <input type="checkbox"/> School-Sponsored Transportation (Including Bus Stops) <input type="checkbox"/> Other School Location (please specify): <input type="text"/>															

Rule 6AER21-02	
COVID-19 Hope Scholarship Transfer Procedures	<input type="checkbox"/> i COVID - 19 Harassment

Confirmation of Hope Scholarship Notification and Reporting

2. Click the e-signature box to sign electronically, or manually sign the form after printing.

Confirmation of Hope Scholarship Notification and Reporting

[Click to Sign](#)

Principal or Designee Signature: _____ Date:

Email Address: Phone Number:

Schools: Please report the number of Hope Scholarship Notification Forms provided to parents for substantiated and unsubstantiated incidents in your Student Information System.

Parents: To transfer your student to another public school please contact your school district office. For more information on how to apply for the private school option, please visit www.floridaschoolchoice.org. The maximum amount awarded to a student enrolled in a public school located outside of the district the student resides shall be \$750. Parents are required to inform the school district when the parent withdraws a student to attend a private school under this program.

3. Click **Save & Validate** when finished.

Uploads

Uploads can be used to add documentation to an event. In order to print with the event, uploads must be in the PDF format.

1. Drag a file into the box, click **Select** and select a file from your computer, or click the scan icon and follow prompts to scan the document.

(Drag files to upload)

Select

2. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.



3. The number of uploads will display in parenthesis on the side menu.



4. Click the pencil icon to edit the title of the file.



5. Click the red minus sign to delete the upload.



6. Click **OK** to confirm deletion.

