



JOY HOFMEISTER  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT OF EDUCATION

MEMORANDUM

**TO:** Parents/Guardians and Private Schools Participating in the Lindsey Nicole Henry Scholarship Program for Students with Disabilities

**FROM:** Brian Irvine, Director of Financial Planning, Oklahoma State Department of Education (OSDE)

**DATE:** February 2, 2015

**SUBJECT:** **Application Procedure for Requesting the Lindsey Nicole Henry (LNH) Scholarship-Revised**

Regarding the LNH Scholarship Act (70 S.D. § 13-102.2), Section A of the Act allows the parent/guardian of a public school student with a disability to exercise their parental option and request to have an LNH Scholarship awarded for their child to enroll in and attend a private school, if the child was on an Individualized Education Program (IEP) prior to the request and has spent the previous school year in attendance at a public school in the state of Oklahoma by being reported by a school district for funding purposes during that year. Exceptions apply to a student who is a child of a member of the United States Armed Forces who transfers to a school in this State from out-of-state or from a foreign country pursuant to the permanent change of station orders.

Section B of the Act requires the parent/guardian to **notify the OSDE directly** of the intent to participate in the LNH Scholarship program. The parent/guardian must make this request by **completing the application process annually** to provide necessary eligibility and accountability information.

**The procedure for submitting an application to receive the 2015-2016 LNH Scholarship is as follows:**

1. To be eligible to participate in the LNH Scholarship for Students with Disabilities Program, a private school will notify the OSDE of its intent to participate. The notice shall specify the grade levels and services that the private school has available for students with disabilities who are participating in the scholarship program. The OSDE will approve a private school that is eligible to participate in the scholarship program upon determination that it meets specified requirements.

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2. The parent/guardian must obtain acceptance for admission of the student to an approved private school that is eligible for the LNH Scholarship program by the OSDE, as provided in subsection in the Act.
3. The parent/guardian will **notify the OSDE directly** to request the LNH Scholarship by submitting a current Lindsey Nicole Henry (LNH) Scholarship application and required documents to the OSDE by **December 1** of the school year in which the scholarship is requested, and **before** the child enters the private school. **If the child enrolls in and attends the approved private school before the scholarship is granted, the parent will be responsible for tuition charges prior to the approval date.**
4. The OSDE will verify the application information and complete the calculation request within ten (10) days after receiving the scholarship request or the appropriation approval from the State. The maximum scholarship granted for an eligible student with disabilities will be the amount calculated according to the child's grade level and disability category or the amount of tuition and fees for the private school, whichever is less. The OSDE will notify the approved private school and parent/guardian of the maximum amount of funds calculated. The scholarship amount is subject to two and one-half percent (2½%) of the scholarship amount that will be retained by the OSDE for administrative services.
5. Submission of the LNH Scholarship application to the OSDE will be considered as formal acceptance of the LNH Scholarship by the parent/guardian. **Accepting the LNH Scholarship will be the same as revoking consent for special education services** (See "Parents Rights in Special Education – Notice of Procedural Safeguards" attached to the LNH Scholarship application).
6. The parent/guardian must **withdraw the child from the public school district of residence within ten (10) business days** of receipt of the notification of approval of the scholarship, **and the child will begin attending at that time the approved private school** reported on the LNH Scholarship application or the parent will forfeit the scholarship award.
7. If there are any changes in the parent/guardian or child's address, private school choice, private school attendance, guardianship, or other circumstances that could affect the child's education, the parent must notify the OSDE within (10) business days of the change or the parent may lose the scholarship award. **It is the responsibility of the parent/guardian and the approved private school to notify the OSDE at the time a student withdraws from the private school for any reason.**



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8. The approved private school will submit an annual, notarized, sworn compliance statement to the OSDE certifying compliance with state laws or they will not be entitled to receive scholarship funds.
9. Upon receipt of the approval notice for the LNH Scholarship, the approved private school must submit an annual statement that clearly shows a breakdown of the tuition and fee charges for the student approved to receive the LNH Scholarship.
10. The approved private school will send quarterly invoice to the OSDE at the end of each completed school quarter with a quarterly verification of the child's continued enrollment and detailed attendance report. Payments will be made to the parent and sent to the private school **at the end of each quarter** after attendance is verified. The OSDE will cross-check the list of participating scholarship students with the public school enrollments prior to each scholarship payment to avoid duplication.
11. Upon issuance of a scholarship warrant, the parent/guardian to whom the warrant is made will restrictively endorse the warrant to the approved private school for deposit into the account of that private school.
12. **Neither the OSDE or the public school district of residence will be responsible for any additional costs associated with special education and related services incurred by the private school for the student.**

The LNH Scholarship application with all supporting documents must be submitted by the parent/guardian to the OSDE **by December 1** of the year that parent/guardian is seeking the scholarship. **A new application must be submitted to the OSDE each year that the parent/guardian chooses to participate in the LNH Scholarship.**

The LNH Scholarship application is available online to parents/guardians on the OSDE Website at <[www.sde.ok.gov](http://www.sde.ok.gov)>, and can also be obtained by contacting the OSDE, Special Education Services (SES). The application can be mailed or faxed to the OSDE.

**Applications received after the December 1 deadline will be considered for the following school year.**

If you have additional questions about the LNH Scholarship application process or the LNH Scholarship Reimbursement process, please contact me, (405) 521-4872.

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