

School of the Incarnation Newsletter

January 9, 2020

**HAPPY
NEWYEAR
2020**

Tuesday, January 14 th :	Winter Sports & Club Photos – starting at 8:30 AM
Thursday, January 16 th :	Confession – 5 th Grade 1:00 PM
Friday, January 17 th :	12:15 Dismissal - ESP in session Tag Day – read below for more information
Monday, January 20 th :	No School – Martin Luther King Jr. Day
Tuesday, January 21 st :	HSA Information Social 7:00 PM
Saturday, January 25 th :	Open House for prospective families 10:00 AM – 1:00 PM
January 26 – 31:	Catholic Schools Week
Monday, January 27 th :	School Mass 9:50 AM
T – TH, January 28 – 30:	5 th Grade Field Trip – Drownproofing – Arundel Swim Center
Friday, January 31 st :	Deadline for current students to complete 2020-21 intent form and pay re-enrollment fee 12:15 Dismissal Day – ESP in session Spirit Wear Day Deadline for HSA Skate Night
Tuesday, February 4 th :	ACRE test – 5 th Grade
Thursday, February 6 th :	Confession – 3 rd Grade 1:00 PM
Friday, February 7 th :	3 rd Grade Field Trip – National Aquarium, Baltimore 8:30 AM – 2:30 PM

Reenrollment for School Year 2020-2021 -- Now Open!

The re-enrollment process to secure your child's seat at School of the Incarnation for the 2020-2021 is open now. It is important for us to know which students are returning before we begin to offer spots to new applicants. You should have received an email with instructions on how to login to the parent portal to complete the "Intent to Re-Enroll" Form and pay the re-registration fee.

The re-enrollment deadline is January 31st. The re-enrollment fee will go up according to the fee schedule below.

Re-enrollment fee schedule

\$100 if paid by January 15th

\$150 if paid between January 16th and January 31st

\$200 if paid between February 1st and February 15th

If not paid by February 15th, your child's spot will be released.

The intent to enroll and fee is the first step in the re-enrollment process. The second step includes signing contracts, initiating your FACTS agreement, and paying the tuition deposit, this will be launched in early February with a deadline of March 6, 2020.

Open House 2020 – January 25th

Our next open house will be January 25th 10:00 am – 1:00 pm. Please share the date with any friends or family that might be interested in joining the School of the Incarnation family.

2020-2021 Applications due January 31st

Applications are due on January 31st for all applicants, including families who currently have a child enrolled and wish to apply for a sibling and children of faculty/staff.

Mark your Calendars

Wine, Food and Brew will be on Saturday, February 22, 2020 from 7:00-10:00 pm. More details to follow.

Tag Day - Friday, January 17th

Friday, January 17th is a Tag Day. The theme is Pajama Day – students may wear their favorite pajamas to school. Slippers may be worn but must be brought to school in a bag and changed into once your child is in their homeroom. Students who have PE on Fridays must wear sneakers. The cost to dress out-of-uniform is \$1 – dollar bills only please – no coins. The money collected will be donated to Winter Relief. Please see page 47 in Parent-Student Handbook for out of uniform guidelines.

Is your child interested in singing and/or theater??

Attached to this newsletter are registration forms for Cherub Choir, Concert Choir and Musical Theater. Please email Mrs. Harper with any questions – bharper@schooloftheincarnation.org

Basketball Clinics for students in Grades 2 - 5

Please see the attached flyer for information regarding basketball clinics. The registration link can be found in this newsletter, the flyer, and the school's athletics page.

Coaches needed!!! We are in need of a volunteer coach for the following groups: Boys' 2/3 grade, Boys' 4/5 grade, Girls' 2/3 grade and Girls' 4/5 grade. There will be one practice each week, from 3-4:30p, for five weeks (days could change if we have any school closings or conflicts). The basic knowledge of basketball is all you really need. If you are interested in coaching please let me know. I would be happy to give specifics and answer any questions you may have. Anyone that wants to coach would need to have their volunteer screening up-to-date.

The position will be given on a first come, first serve basis. However, if multiple parents volunteer, you are more than welcome to work together.

Basketball Clinic Flyer: https://docs.google.com/document/d/1_frwycbOQucveo4SuirUPMiJH-gGmv3M7d4Zkv9OmS0/edit?usp=sharing

Registration link: <https://forms.gle/z6mf2B28EaRsLXsKA>

If you have any questions, please contact Mr. Smith - kbsmith@schooloftheincarnation.org

Beyond Program Club Registration Links and updates

New club registration links:

Prior to submitting, please read the important information provided within the form for any club your child is interested in joining. Note any deadlines, limits to the number of participants, as well as the refund policy.

- Club Makerspace: <https://forms.diamondmindinc.com/schooloftheincarnation/makerspace>
- Yoga for Middle School: <https://forms.diamondmindinc.com/schooloftheincarnation/yoga>
- Environmental Club: Caring for Creation:
<https://forms.diamondmindinc.com/schooloftheincarnation/environmentalclub20>

Highlights:

Our three Robotics Lego League Teams (4th-8th graders) are busy preparing for their upcoming "Qualifier" events on January 11th and 18th. Coding the robots to complete the challenges, applying the Core Values, building, and collaborating are key areas of focus.

The six Junior teams (K-3rd graders) continue to learn and apply coding skills, build structures with Legos and collaborate with others to problem solve and complete various projects of the program.

Chess Club members continue to learn facts about the game as well as practice various strategies.

The Knights on a Mission Outreach Club made fleece scarves that were added to our school's warmth tree which were donated to Giving Back, Linda's Legacy in December.

In the works (please be on the lookout for details in upcoming newsletters):

- Co-ed club sports: Tennis and Golf (grades 4th-8th)
- Art Club (grades 3rd-5th)
- Junior Joggers (grades K-2nd running club)
- Guys on the Go (boys in grades 3rd-5th)

If you have any questions, please contact Miss Amy Santini: asantini@schooloftheincarnation.org

"HAPPY FEET" Warm Sock Drive for the Homeless

Please, support the National Junior Honor Society in their effort to provide NEW, warm socks for the homeless. The socks will be distributed by the Happy Helpers Organization and will assist many struggling people to endure the harsh winter months that remain ahead this year.

The NJHS is asking each student and faculty/staff member to consider donating at least one pair of new socks to this important cause. The greatest need is for Men's socks, but the students will also accept socks for women and children.

Thank you in advance for your kindness and consideration!

Socks may be turned into homeroom teachers and NJHS students will provide baskets for collection through Friday, January 24th.

Girls on the Run Spring Season Registration Opens JANUARY 13!

The spring season of Girls on the Run (GOTR) will begin on February 4, with registration open from January 13-26. GOTR is a fun running program for girls in grades 3 through 5. Participating in GOTR helps girls increase self-confidence, develop healthy relationships, and feel good about themselves inside and out! Practices will be held on Tuesday's and Thursday's from 3 til 4:15. The program culminates in a 5K on April 26 at Druid Hill Park in Baltimore. Go to www.gotrchesapeake.org to register your daughter. Please contact Sarah Spaulding with any questions (sspaulding@schooloftheincarnation.org).

Congratulations to our School of the Incarnation Science Fair Winners

- Dominic Markovich- Burns - Going the Distance
- Michael Dodd and Ethan Thomas - Drivers Test but I am Only 13
- Anna Fleckenstein, Kaitlyn Friel and Addison Weist - What's in our Rivers?
- Jaylee Shai - Rainbow Flames
- Sophia Boswell and Ashley Villareal - Rethink that Sugary Drink
- Anna Dodd, Lily Farr and Amanda Gazelle - How Does Mass, Shape & Temperature Affect the Distance a Ball Rolls?
- Erhan Ortiz and Nathan Winn - Forever Flowers
- Luke Skelton - Solar Water Distillation vs. A Carbon Filter System
- Luke Wilson - Up, Up and Away
- Kyle Crawford and Quinn Conlan - Make the Wind Work for You
- Lily Galoppo, Lacey Luedtke and Rylee Plotts - Moving into the Future

Have you purchased a Yearbook?

Yearbook prices have increased to \$35. This price is good until January 31, 2020. Yearbook recognition ads are a nice way to celebrate your child's time at School of the Incarnation. Please visit the yearbook page on our website to order your yearbook and recognition ad: <https://www.schooloftheincarnation.org/resources/yearbooks>

FACTS Grant and Aid Information for 2020-2021

FACTS Grant and Aid Applications are now open for the 2020-2021 school year. The deadline to apply for Grant and Aid will be February 29, 2020. There will not be any exceptions to this deadline. FACTS is the validation software used by the Archdiocese of Baltimore, the school and the parishes to verify the applications. FACTS does not provide any aid that is awarded by the AOB, the school and parishes. An information flyer is attached to this week's newsletter. The application can be found through this link:

<https://online.factsmat.com/signin/3C65P>

If you have any questions or concerns please feel free to reach out to Caroline Agresti, Business Manager, at cagresti@schooloftheincarnation.org.



Home and School Association (HSA) News

SOTI's Epic Night: A Totally 80's Gala is LIVE!!

Tickets are on sale now for the HSA's annual Spring Gala on Friday, April 24th. Don't miss this adult evening of auctions, dinner and dancing to a live 80's band. Ticket price includes all food and beverages (including open bar). After January 31st, ticket prices will increase. To buy your tickets now, please go to the HSA webpage or [Spring Gala 2020](#). Any questions, please contact Mike Bodendorf at mbodendorf@hotmail.com

Cash Bash Gala Raffle Tickets on sale NOW!

Not sure if you can make the Gala? You can still support our biggest fundraiser of the year by purchasing Cash Bash raffle tickets. Winners will be drawn on April 24th at the Gala. There are nine chances to win and you do not need to be present to win. Winners who do not attend will be notified by the school office. Tickets are \$40 each or 3 for \$100 and can be purchased on the HSA webpage or at [Gala Cash Bash 2020](#). Please help support our school!!

Show Some Love!

This year, we will be hosting the annual Teacher Appreciation Luncheon on Friday, January 31st. To make this event special and show our faculty and staff how much we appreciate all they do for our families, we need your help. Please sign-up to bring a dish/beverage or help set-up/decorate or clean-up that day. You can sign-up at [School of the Incarnation Teacher Appreciation Luncheon 2020](#). Any questions, please contact Deb Asher at dabrady99@yahoo.com or Meg Brown at kenmegbrown@comcast.net

Save the Date! HSA Skate Night

Crofton Skate Zone, January 31st 5pm -7pm, for the next Incarnation HSA fundraising event. Come celebrate the end of Catholic Schools week - you, your friends and family can enjoy 2 hours of skating (or scooting), \$5.00 admission and \$4.50 skate rentals- see flyer below for more information!

HSA Elections

It is hard to believe, but 2020 is nearly upon us! The HSA elections committee will begin the election process early in 2020! As you look ahead to the New Year, we hope that many of you will consider lending your talents to the HSA!

In accordance with the by-laws, the HSA will hold elections for the following positions for the 2020-2022 term: Secretary and Parent Representative to the School Board. The term of office for these positions will begin on August 1, 2020 and shall run until July 31, 2022. In addition, we will hold an election for the position of Vice President.

Nominations (including self-nominations) for these positions will be accepted following the HSA meeting on January 21, 2020. Please consider submitting a nomination for these important positions! Details about the positions can be found on the HSA website. Each open position plays a critical role in our school community!

The tentative timeline for the 2020 elections is as follows:

- | | |
|---|-----------|
| <input type="checkbox"/> Nominations Open | 1/21/2019 |
| <input type="checkbox"/> Nominations due | 2/18/2019 |
| <input type="checkbox"/> Nominees' biographies due | 2/25/2019 |
| <input type="checkbox"/> Bios posted | 2/28/2019 |
| <input type="checkbox"/> Primary Ballots (if necessary) distributed | 3/15/2019 |
| <input type="checkbox"/> Primary Ballots due | 3/22/2019 |
| <input type="checkbox"/> Final Candidates Posted | 3/25/2019 |
| <input type="checkbox"/> Election Ballots cast at HSA Meeting | 4/28/2019 |
| <input type="checkbox"/> Election results announced | 4/28/2019 |

Serving on the HSA is a great opportunity to serve the school community! Please contact Mary Sowers marysowers@comcast.net or Kerry Beavers at terpkerry@gmail.com with any questions!

School of the Incarnation

2020 Basketball Intramurals



Eligibility: Open to boys and girls in grades 2-5

Description: Students will participate in activities to help develop skills and knowledge of basketball. Students will also have an opportunity to apply what they have been practicing by playing in games.

Dates: **GIRLS 2nd/3rd Grade- Tuesdays: 2/4, 2/11, 2/18, 2/25, and 3/3**
GIRLS 4th/5th Grade- Mondays: 2/3, 2/10, 2/24, and 3/2; and Friday, 2/28
(No school on 2/17 so session moved)
BOYS 2nd/3rd Grade- Thursdays: 2/6, 2/13, 2/20, 2/27, and 3/5
BOYS 4th/5th Grade- Tuesdays: 2/5, 2/12, 2.19, 2/26, and 3/4

*Dates could change due to school closings or other conflicts.

Times: 3:00-4:30PM

Where: Marian Hall

Cost: \$30.00 per student (payment through FACTS). If you want to make a payment outside of the FACTS billing, please send a check to the Business Office made out to School of the Incarnation before the first day.

*Please register only if your child is available on the scheduled dates for his/her group.

Space will be limited to the first 30 registrations received for each group. Registrations will be accepted on a first come, first served basis.

Please use the following link to register your child: <https://forms.gle/9nFAayuD1tdsjrNF9>

If you have any questions, please contact Mr. Smith (kbsmith@schooloftheincarnation.org)



HAPPY FEET

Warm Sock Drive for the Homeless

January 6 - 24, 2020

The National Junior Honor Society is collecting
NEW, warm socks for the homeless.

The socks will be distributed by the Happy
Helpers Organization to help the homeless get
through the cold winter months.



Cherub Choir 2019-2020

The SOTI Cherub Choir is open to students in grades 1 & 2.

Rehearsals are **Thursdays** in the music room from 3:00-4:00, beginning Jan. 16, 2020.

SAVE THE DATE! The Spring Concert will be on Thursday, March 19th at 7:00 pm.

Our Choir has been invited to perform for the National Catholic Educators Association Conference in Baltimore, April 13-15th. More details will be given at a later date. This is during our Spring Break.

No prior musical experience is necessary – just a love of singing. Members will learn about singing techniques, diaphragmatic breathing, and various musical styles.

PARENTS: Since rehearsal is after regular school hours, you must arrange appropriate transportation.

Interested students should complete the form below and return to Mrs. Harper by January 9th. Enrollment is limited, so members will be selected in order of receipt of the form. Enrollment form is required before students may stay after school for rehearsals.

QUESTIONS?? Contact Bernadette Harper at bharper@schooloftheincarnation.org

Student Name _____ Grade _____

Please check if your child was in Cherub Choir last year

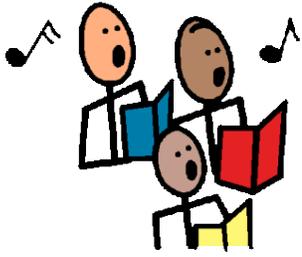
Please check if your child is in choir at church

Yes, my child has permission to stay after school for Cherub Choir and will have appropriate transportation home.

Parent(s) Signature: _____

Parent Name(s): _____

Email Address: _____ Phone#: _____



Concert Choir 2019-2020

The SOTI Concert Choir is open to students in grades 3-8.

Choir Rehearsal will be in the music room every **Tuesday** from 3:00-4:30, beginning January 14, 2020.

SAVE THE DATE! Spring Concert - Thursday, March 19th at 7:00 pm.

April 13-15, During Spring Break, the Choir will sing for the National Catholic Educators Association Conference in Baltimore, MD – more specific details will be given later.

Saturday, May 9th at 6:35 pm – Bowie Baysox Game

No prior musical experience is necessary – just a love of singing. Members will learn about singing techniques, diaphragmatic breathing, and various musical styles.

PARENTS: Since rehearsal is after regular school hours, you must arrange appropriate transportation.

Interested students should complete the form below and return to Mrs. Harper by January 7, 2020. Enrollment is limited, so members will be selected in order of receipt of the form. Enrollment form is required before students may stay after school for rehearsals.

QUESTIONS?? Contact Bernadette Harper at bharper@schooloftheincarnation.org

Student Name _____ Grade _____

Please check if your child was in Cherub/Concert Choir last year

Please check if your child is in choir at church

Yes, my child has permission to stay after school for Cherub Choir and will have appropriate transportation home.

Parent(s) Signature: _____

Parent Name(s): _____

Email Address: _____ Phone#: _____

Middle School Musical Theatre



Any student in grades 6, 7 & 8 may join
- no prior experience necessary



New to performing? - See what it's all about at our Musical Theatre Workshop on January 15 from 3:00-4:00. *(no fee, but permission slip required)*

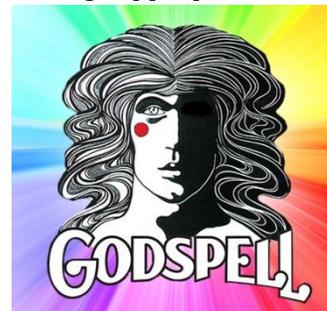
Don't like being in the Spotlight? - Join Stage Crew. No audition. Be creative in scenery/costume/prop development. Attendance begins late March. *(Space is limited so members will be chosen in order slips are received.)*

REQUIREMENTS

- Rehearsal every **WEDNESDAY** in the music room, starting January 22 from 3:00-5:00 pm.
- **TECH WEEK** (April 27-30) will have rehearsal every day from **3:00-6:00**.
- **AUDITIONS:** Friday, 1/17, 12:30-4:00 - Performers must prepare 30 seconds of a song from the show or a song in a similar style to the show.
- Performance Fee - \$60 per show, for ALL performers only (no fee for Stage Crew)
- **PARENTS:** Since rehearsal is after regular school hours, you must arrange appropriate transportation.

SPRING PERFORMANCE: GODSPELL Jr. May 1 & 2

Please complete the bottom portion of this form and return to school as soon as possible. Include your check, made payable to School of the Incarnation. Students must turn in permission slip in order to stay after school.



Questions? Contact Bernadette Harper at bharper@schooloftheincarnation.org

Student Name _____ Grade _____

I am interested in: Performing Stage Crew Musical Theatre Workshop

Yes, my child has permission to stay after school for Musical Theatre and will have appropriate transportation home.

Parent(s) Signature: _____

Parent Name(s): _____

Email Address: _____ Phone#: _____

Please attach \$60 fee, cash or checks made payable to SOTI

School of the Incarnation

Skate Night



PAJAMA JAM January

Skates and scooters only

Friday January 31st

ADMISSION: \$5
(free skate mates included)

5:00-7:00pm

SK8 RENTALS: \$4.50

If you come dressed in your pajamas, you will receive a prize at the door!

1082 RT. 3 SOUTH CROFTON, MD 21114 • 410-721-7155 • WWW.SK8ZONE.COM

SCRIP TO GO

- Payable by cash, check, credit card or Presto-Pay (set up online and deducted directly from your bank account)
 - Orders placed by 9:00am MONDAYS & FRIDAYS will be sent home the same day in your child's folder
-

Your First/Last Name: _____ Date: _____

Youngest Child's First/Last Name: _____

Youngest Child's Grade/Teacher: _____

New to SCRIP to GO!

*Royal Farms

SCRIP TO ORDER

- Can be ordered on this form or online
- Complete list of available retailers can be found at shopwithscrip.com

Your SCRIP Coordinator
Kim Gonzales (km68gonzales@gmail.com)

SCRIP TO GO

* your portion of the rebate at the end of the school year

<u>MERCHANT</u>	<u>% *</u>	<u>CARD VALUE \$</u>	<u># OF CARDS</u>	<u>TOTAL \$ AMOUNT</u>	<u>MERCHANT</u>	<u>% *</u>	<u>CARD VALUE \$</u>	<u># OF CARDS</u>	<u>TOTAL \$ AMOUNT</u>
Amazon	1.5	100			Michael's	2.0	25		
Amazon	1.5	25			Nordstrom	3.0	25		
Amazon	1.5	100			Outback	4.0	25		
Applebee's	4.0	25			Panera Bread	4.5	10		
Applebee's	4.0	50			Panera Bread	4.5	25		
Barnes and Nobles	4.5	10			Papa John's Pizza	4.0	10		
Bath and Body Works	6.5	10			Pottery Bar/William-Sonoma	4.0	25		
Bath and Body Works	6.5	25			Red Robin	4.5	25		
Bed, Bath and Beyond	3.5	25			Regal/United Artists	4.0	25		
Bed, Bath and Beyond	3.5	100			Robert Andrew	5.0	25		
Best Buy	1.5	25			Robert Andrew	5.0	50		
California Pizza Kitchen	4.0	25			Royal Farms	2.0	25		
Chili's	5.5	25			Safeway	2.0	25		
Chili's	5.5	50			Safeway	2.0	100		
Chipotle	5.0	10			Shell	1.2	50		
Cold Stone	4.0	10			Shell	1.2	100		
CVS	3.0	10			Starbucks	3.5	10		
CVS	3.0	25			Starbucks	3.5	25		
Dick's Sporting Goods	4.0	25			Stop & Shop/Giant Foods	2.0	25		
Dick's Sporting Goods	4.0	100			Stop & Shop/Giant Foods	2.0	50		
Dunkin Donuts	1.5	10			Stop & Shop/Giant Foods	2.0	100		
Exxon/Mobil	0.5	50			SuperValu/Cub	2.5	25		
Food Lion	2.5	100			SuperValu/Cub	2.5	100		
Fuji Steakhouse	4.5	25			T.J. Maxx/ Marshalls/Home Goods	3.5	25		
Game Stop	1.5	25			T.J. Maxx/ Marshalls/Home Goods	3.5	100		
Gap/ Old Navy/ Banana Republic/ Athleta	9.5	25			Target	1.0	10		
Gap/ Old Navy/ Banana Republic/ Athleta	9.5	100			Target	1.0	25		
Hallmark	2.0	25			Target	1.0	50		
Houlihans	4.0	25			Target	1.0	100		
IHOP	4.0	25			The Home Depot	1.0	25		
iTunes	2.5	15			The Home Depot	1.0	100		
J. Crew	6.5	25			Under Armour	5.5	25		
Kohl's	2.0	25			Ulta	2.0	25		
Kohl's	2.0	100			Walmart/ Sam's Club	1.3	25		
Krispy Kreme	4.0	10			Walmart/ Sam's Club	1.3	100		
Ledo's (Crofton)	10	25			Wawa	0.5	25		
Little Caesar's	4.0	20			Wawa	0.5	100		
Lowe's	2.0	25			Whole Foods	1.5	100		
Lowe's	2.0	100							
Macy's	5.0	25							

Total # of Cards Ordered: _____ **Payment Amount:** _____
Total \$ Amount of Order: _____ **Payment Method:** _____ **Reviewed By:** _____



New Family Referral Program

Our current Incarnation families are by far the best ambassadors for spreading the word about our school! Our New Family Referral Program rewards current families with a one-time \$250 tuition credit for referring a new family who applies and enrolls. Here's how it works:

- If you know of a family that you believe may be interested in School of the Incarnation, complete the "New Family Referral Form" below and submit to the school office.
- Reach out to the family and share your experiences at School of the Incarnation. Share with them the reasons you have chosen Catholic education and why you think they should do the same. Let them know that you have or will refer their information to the school and that an admissions representative will call or email them to provide more information.
- For each new family that applies and enrolls at least one full-time student, a \$250 tuition credit will be awarded to the current referring family after the new student has been in attendance for 30 days.
- Siblings of current students and previously enrolled students do not qualify as new families. Staff members are not eligible for the referral credit.
- Note that this form must be on file in the front office before the new family has contacted the school on their own for information or to visit so it is best to submit the form as soon as possible after speaking with the new family. In other words, the referral form is not retroactive and you are not eligible for the referral if the family contacts school before the referral.
- This referral program is open to all families with students currently enrolled in PreK4-Grade 8.
- Referral fees are limited to one per family per academic year.

Current Family

Parent name(s)

Student name(s) /Grade(s)

Address

City, State, MD

Phone

Email

New Family

Parent name(s)

Student name(s)/Grade(s)

Address

City, State, Zip

Phone

Email

How do you know this family? Work Friend Relative Neighbor
Church Community Other_____

Any information we should know?_____

By signing below, I confirm that I personally know this family and have shared the good news about School of the Incarnation with them. I understand that an Admissions representative from the school will be contacting this new family to provide more information and invite the family for a tour. I have read and understand the guidelines of the New Family Referral Program. Contact Casey Boswell at 410.519.2285 with any questions.

Signature_____

-Office use only- Form submission date_____ Contact date_____
Enrollment date_____ \$250 tuition credit date _____



Grant & Aid Assessment

FACTS makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid, visit <https://online.factsmgt.com/signin/3C65P>.

After completing the online application, you will need to upload all required supporting documentation.

The following supporting documents are required to complete the application process:

- **IRS Federal Income Tax Return**, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant.
NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
 - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
 - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
 - Rental Property** - send Schedule E (page 1)
 - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
 - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
 - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

All documentation received is imaged upon receipt and then destroyed.

You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded documents. Application deadlines are set by the institution awarding the aid. If you are applying after the deadline, contact your school to ensure that your application will be accepted.

A non-refundable application fee may be required before your application will be submitted.

NOTE: Award decisions are made by the institution providing the financial aid, not FACTS.